



'Inspiring Future Stars'

Parent / Family / Whanau
Handbook

2010



Nau mai, haere mai ki te whanau ō to tatou kura

It is with great pleasure that we welcome you and your children to our vibrant learning community as part of the Khandallah School family.

We are delighted that you have entrusted your children to our care during their formative years of primary education. This responsibility is taken seriously and we look forward to working in partnership to optimise your children's education during the years ahead.

This booklet outlines our general policies and procedures to help you understand our school philosophy and operations so that you can actively support our activities by becoming part of the large, co-operative team involved in the education and development of all children at Khandallah School.

We endeavour to create a friendly, caring and secure atmosphere in a welcoming, safe and stimulating learning and physical environment so that all children in our care will have the opportunity to make optimum progress in all aspects of school life.

Successful learning will be achieved when there is partnership between the learner, the teacher and the family and when there is understanding, co-operation and constructive support between home and school.

We look forward to your contributions in the years ahead.

Louise Green
Principal



Kauri planted in 1940 to commemorate the centenary of the signing of the Treaty of Waitangi.

OUR VISION

Our Motto:

Inspiring Future Stars

Our Mission:

To work together to inspire and nurture learning.

Our Values:

Khandallah School learners are ready for the future, inspired, prepared confident and resilient. Khandallah School learners are also good citizens valuing community, respecting other people and cultures as well as the environment.

We are committed to:

People:	valuing people and treating each other and ourselves with respect, honesty and integrity
Passion:	enjoyment, energy, drive, and a commitment to life long learning
Success For All:	all students can learn and achieve to their full potential
Community:	recognising and utilising the contribution of all our people
Excellence:	valuing achievement and encouraging high achievement
Innovation:	encouraging creativity, curiosity and critical and reflective thinking
Cultural Diversity:	valuing the multi-cultural nature of our school and the special place of Tikanga Maori and Te Reo Maori
Ecological Sustainability:	respecting and protecting the world we live in and particularly the special environment in and around our school

SOME FACTS ABOUT KHANDALLAH SCHOOL

Khandallah means camp, or resting place of God. The name comes from a homestead built in 1884 by Captain James Andrew who had recently returned from duty in India.

The school opened in 1893 in a small public hall at the bottom of what is now Simla Crescent. The present site was first occupied in April 1894 when 40 children attended. There was one large room divided by a folding partition to separate the Junior School from the Senior School.

The first building and subsequent buildings were destroyed by fire in December 1972. The oldest building on site is the Junior block which was built in 1940.

GENERAL

Khandallah School caters for children from New Entrants to Year 6. The school facilities now include 17 teaching spaces, School Hall, Library, ICT suite, covered heated swimming pool, playgrounds and fields. Our school is not zoned. Children from our school contribute to Raroa Normal Intermediate School.

For administration ease and to facilitate planning for optimum learning the school is divided into three groups of classes or syndicates; Senior (Year 5 & 6), Middle School (Year 3 & 4) and Junior (Year 1 & 2).

The school caters for 340 – 400 students. Our staff include teachers, Principal and Support Staff (Office Manager, Receptionist, Librarian, Caretaker, Teachers Aides, Cleaners). Attached to our school are 4 itinerant Resource Teachers of Learning & Behaviour (RTLb). These teachers work in 12 local schools supporting teachers and students.

NEW ENTRANT CHILDREN

Children usually start school when they are five years old. There is certain information required to enrol each child; Birth Certificate, child's full name, parents initials, address, telephone number for home and place of work, alternative phone numbers for emergencies, medical information, inoculations, medications, allergies etc, custody situations, permission to contact Doctor if parents cannot readily be contacted in an emergency.

Legislation permits children to enrol and attend school from their fifth birthday. Enrolment and attendance is compulsory from the age of 6 years. Once children are enrolled at school, parents are required by law to send them to school every day unless there is a justifiable reason not to do so (for example genuine illness).

Families from overseas will require passports showing entry criteria into New Zealand.

A major challenge for children coming to school is that of settling in. Usually this can be accomplished very quickly, however sometimes it is a lengthy process. Before children can begin to learn, they must feel comfortable in their new surroundings. Any information which you can give us to assist in this settling in period is appreciated.

Parents and children coming from outside New Zealand may find distinct differences between the education systems operating in their country and New Zealand. We will place your child with their peer group. New Zealand teachers teach to children's needs and strengths within the appropriate class level for their age. Please do not hesitate to discuss any matters which may concern you at any time.

SCHOOL VISITS

Familiarity with the school environment makes it easier for children to settle. Please visit before your child starts school. Our visiting day is currently on a Wednesday morning, between 8.45am and 11am. We recommend your child has two visits and that you pack morning tea for your child. Please ring the office to let us know you will be coming for a school visit. We look forward to this next step on your child's learning journey and welcome you in partnership at Khandallah School.

LEARNING PROGRAMMES

CURRICULUM STATEMENT

Khandallah School gives effect to the NZ Curriculum (2007) through its own curriculum designed to meet the needs, interests, strengths of our students, and the aspirations of our community. This local direction is guided by the School Charter which is available on the school website.

The NZ Curriculum defines the vision, values and principles for education in New Zealand over thirteen years of schooling from primary to secondary. It also defines the five key competencies which are the skills, knowledge, attitudes and values people use to live, learn, work and contribute as active members of their communities. The competencies are the key to learning in every one of the learning areas:- English, Health and Physical Education, Learning Languages (Year 7 and above), Mathematics and Statistics, Science, Social Studies, Technology and The Arts.

Expectation and achievement in each learning area is described in eight levels with each level equating to approximately two years of schooling. Children are expected to progress through the levels at their own rate. It is very normal for children to progress at different rates in different learning areas. Within one classroom, it is possible for children to be learning the same subject but at a range of levels based on their ability.

Classroom teachers maintain careful records of the progress and achievement of each child. Progress is reported at least twice a year to parents and caregivers through a learning conference involving the student, teacher and parent, individual assessment portfolios and written summaries. An appointment can be made with the teacher to discuss progress at any time.

FOUNDATION SKILLS

Literacy and Numeracy are fundamental for accessing the curriculum and functioning in life and therefore have priority in our school curriculum and classroom programmes. Success in Literacy enables students to make meaning through listening, reading and viewing and create meaning through speaking, writing and presenting. Success in Numeracy enables students to reason with numbers and other mathematical concepts.

In the early years, the emphasis is on “learning to” communicate through oral, written and visual media and understand mathematical concepts and manipulate numbers. In later years, the emphasis shifts towards using Literacy and Numeracy skills and processes to learn across the curriculum.

INFORMATION COMMUNICATION TECHNOLOGIES (ICT)

Learning supported by and facilitated through ICT, has considerable potential to support teaching approaches. It enables students to make connections and explore new learning environments; to engage in shared learning and to learn in their own way at their own pace.

Our ICT suite constructed in 2009 is outfitted with a high spec server, 15 new computers and a 58” plasma screen funded by our supportive community who have engaged in a range of activities co-ordinated by the Home and School Association. This facility will expand the way teaching and learning occurs in our school.

INTERNET USE

All students have supervised access to the Internet through classroom computers and the school ICT suite of computers. When you enrol your child at our school you are asked to sign a permission slip allowing supervised internet access. We teach students about ‘cyber safety’ and sensible internet usage appropriate to their age. We also operate a web filtering programme to limit access to inappropriate sites and messages. Each child has a school email address which is used for sending and receiving emails within the school environment only.

HOMEWORK

After a day at school children need time to relax at home. Homework will be kept to a minimum, and by Year 6 should not exceed 30 minutes 3 times a week. It will be relevant to classwork. We encourage students to revise their spelling and tables at home regularly, at least twice a week. Time spent reading recreationally and for information, discussing local and world events, or following their own interests is time well spent. Set homework assignments can never replace this kind of learning.

PHYSICAL EDUCATION AND SPORT

Our aim in sport is to give the children the opportunity to learn many different skills leading to games suitable for their development.

We believe it is not always desirable for young children to play sports designed for adults. A variety of "Kiwisports" are taught. "Kiwisports" simplify the rules, reduce the skills to a child's level and give greater participation to a larger number of children. In all activities we encourage positive sportsmanship and responsible behaviour.

The range of activities provided includes swimming, athletics, netball, rugby, tennis, gymnastics, basketball, fitness programmes, folk dancing, soccer, hockey, cricket and miniball.

We welcome parent involvement in sport and if you are interested in helping us please contact the school office. We also take part in competitive sporting events with other schools in the area. Selected school teams are based on ability. Year 6 children will have first option for selection into these teams.

SWIMMING INSTRUCTION

Our school has a heated, indoor swimming pool which is used to teach aquatic skills, essential given the ready access to sea, surf, rivers and pools our children have. **Todd Morton**, owner of **EasySwim**, also operates swimming classes from the pool. He can be contacted by phoning **234 7946**.

In co-operation with EasySwim, all children receive 10 x 30 minute lessons per year organised to coincide with the InterZone Swimming Sports for children in the middle and senior syndicates. Junior syndicate children receive their lessons in Term 4 in preparation for the summer swimming season.

Children are assessed, grouped and taught by trained EasySwim instructors. The heavily discounted price (\$50 in 2009) is charged as an activity fee payable to the school. Swimming is an important component of our Physical Education programme and all children are expected to participate. To be excused from these lessons for any reasons, the child must give a note of explanation written by the parent to the teacher.

LIBRARY RESOURCE CENTRE

All children spend at least one period of class time each week in the Library with their class teacher. They are free to use the Library during lunch time and for individual work.

The Library is open to all parents who wish to borrow books to read to, or work with their children. We hope many will avail themselves of this opportunity to share the Library with their children.

Parent help is welcomed and a roster is drawn up at the beginning of each term. Please see the Librarian or email library@khandallah.school.nz to be included on this roster.

INTERVIEWS AND REPORTING TO PARENTS

Parents are always welcome to telephone and arrange an appointment to discuss aspects of school life and the progress of their children. Contact should be made with the teacher in the first instance, their email addresses are on the School website.

Formal reporting;

- Term 1** Parent Information evening held at the beginning of the year, followed by an end of Term Portfolio which includes goal setting for the term.
- Term 2** Learning conferences with student, teacher and parent are offered. Portfolios are sent home at the end of the term, follow up meetings can be arranged if desired.
- Term 3** Portfolio sent home. Follow up meeting can be arranged if desired.
- Term 4** Written end of year Summary Report and Portfolio information sent home to parents.

SCHOOL ORGANISATION

SCHOOL YEAR

The school year is divided into four school terms, generally 10 weeks long. There are minor variations in dates of holidays and terms for year to year.

SCHOOL HOURS

08.55am	School day begins
10.30am	Morning Interval
10.50am	Morning Interval ends
12.30pm	Lunch Hour begins
01.30pm	Lunch Hour ends
02.55pm	School day ends

SCHOOL TERM DATES 2010

Term 1	Wednesday	3 February	–	Thursday 1 April
Term 2	Monday	19 April	–	Friday 2 July
Term 3	Monday	19 July	–	Friday 24 September
Term 4	Monday	11 October	–	Thursday 16 December

SCHOOL TERM DATES 2011

Term 1	Wednesday	2 February (TBC)	–	Thursday 15 April
Term 2	Monday	2 May	–	Friday 15 July
Term 3	Monday	1 August	–	7 October
Term 4	Monday	25 October	–	Friday 16 December (TBC)

It is important for children to be at school before the first bell to prepare for the day and talk with their teacher and fellow classmates.

SYNDICATES

The School is divided into three syndicates:

Junior: Year 0/1/2

Middle: Year 3/4

Senior: year 5/6

Research has shown that composite classes, (2 year levels) achieve as effective learning as in single level classes. A child works at their ability level, irrespective of age level. From time to time numbers necessitate crossover of year levels into an adjacent syndicate.

CLASS PLACEMENTS

Placement of children in classes is complex and the prerogative of the Principal and teaching staff. Placement is based on professional judgement and only after careful consideration. Factors taken into account might be: numbers in the class, which students a child will work well with (or not as the case may be), matching teacher and student strengths, interests, special needs, numbers at each year level, and gender balance. Parental concerns raised in a timely manner are considered, however professional judgement, and consideration of the collective group, determines the final outcome.

INSTRUCTIONAL GROUPINGS

Staff spend considerable time grouping children into classes they believe will be to the child's learning advantage. Classes are of mixed ability and often composite to enable optimum learning conditions. 5 year olds spend a varying amount of time in the New Entrant classroom. They move through to the Year 1 class once they are aware of the routines and expectations of school.

Parents are always notified of the change of room and children move in small groups rather than on their own. Depending upon each individual the time in the New Entrant room may vary - natural breaks in the term or year are usually selected for this transition.

We make a conscious effort to keep the numbers in the New Entrant room low.

The Year 1 class is usually the child's class for the remainder of the first year. Contact is maintained with the New Entrant class through play, music, co-operatively planned units of work and shared resources so the transition is as smooth as possible.

PROMOTION OF STUDENTS

Children generally spend at least two full school years in the junior school (Y1 & 2). Children starting school in Term 1 (Jan-Apr) are classified Year 1 and progress to Year 2 at the start of the following school year. Children starting school in Term 2, 3 or 4 are classified Year 0 and progress to Year 1 at the start of the following school year.

Once in Year 2, children progress one year level at the start of each new school year. Parents will be contacted if there is a case for varying the normal progression.

CLASSROOM RELEASE TIME

Your child's classroom teacher is released from class approximately 2 days per term. This is an entitlement under the teachers' collective employment agreement and recognises the workload of classroom teachers. In addition, all teachers receive release time for assessment which requires working individually with children. Some teachers with leadership roles and responsibilities in the school may also be released to carry out these duties. The teacher who takes over the class during these times is generally well known to the children and, by bringing their own set of talents and expertise, they enhance children's learning, and also help children learn to be adaptable, an important life skill.

CLOTHING

Khandallah School does not have a uniform. It would be appreciated if all clothing was named. It would also be appreciated if jewellery wearing was kept to a minimum as it can constitute a danger in the playground, a distraction during learning and its loss can cause disappointment. Likewise expensive items/toys such as electronic “gadgets” should not be brought to school. Jandals are dangerous footwear when wet and when running, so should not be worn to school. Wide brimmed school sunhats can be purchased through the school office.

Sun hats are compulsory wear during outdoor times in Term 1 and 4.

ASSEMBLIES

These are generally conducted on alternate Wednesday afternoons at 2.15p.m.

Buddy classes take turns at running assembly. Although space is limited, parents of children in classes leading assemblies are welcome to attend.

STUDENT SUPPORT TEAMS

The Principal or delegated staff schedule regular meetings of teachers, parents and specialists to review, monitor and evaluate the requirements of Special Needs students or those having problems at school. As a result of these meetings an I.E.P. (Individual Educational Plan) is prepared and review dates set.

ACCESS TO STUDENT RECORDS

Staff maintain regular records on student learning and progress which parents are entitled to see. These records and supplementary records are usually the basis for Conferences, Interviews and Reports.

DISCIPLINE AND BEHAVIOUR

We believe a major function of our school is to assist in the development and reinforcement of responsible behaviour and co-operative skills in all children. Schools are intended for learning so responsible behaviour and self discipline is an integral part of our over-all learning design.

COMPLAINTS PROCEDURE

Any complaint or concern that a student, parent or caregiver has should be directed in the first instance to the classroom teacher or the person involved. Failing resolution, the complaint or concern should be directed to the Syndicate Leader. Unresolved problems may ultimately be referred to the Principal. The Principal will consult with all parties.

Any complaints directed to the Board of Trustees will be dealt with according to Board procedures. We urge all parents/caregivers to develop a strong, positive and constructive relationship with their child’s classroom teacher. Problems or concerns are more likely to be effectively addressed by having a good partnership between home and school. Children learn from how supportive adults work together to solve problems.

ENVIRO SCHOOL

Khandallah School is proud to be a leader in environmental education. Our students and staff think and act sustainably. We reduce, reuse and recycle our rubbish, and are involved in many projects. One of our aims is to be a 'litter less school'.

You can help by ensuring food for morning tea and lunch is:

- Provided in an airtight container with compartments for different foods so no packaging is required
- Wrapper free. Take food bars out of their wrapping and put them into a reusable container.
- Wrapped in paper sandwich wrap not plastic wrap.

LUNCH TIMES

Children have 10 minutes supervised for eating lunch followed by 50 minutes for recreation. Healthy food choices are promoted and encouraged. Water is the best drink for your child during the school day and appropriate plastic water bottles are permitted in class. Fizzy drinks, high energy drinks, crisps, chips or high fat foods should not be part of a child's lunch or morning tea at school. Fizzy drinks, chewing gum or confectionery are not permitted at school.

A school lunch system operates 2 days per week (Monday / Wednesday). The menu is on the school website www.khandallah.school.nz

Children must stay within the school grounds during the school day.

DUTY

Three teachers are on duty during play and lunch times. Each has a designated area and are responsible for monitoring behaviour and safe play practices. If a child has a problem during these times, the duty teacher should be alerted so that appropriate action can be taken quickly.

BUSES



A bus service operates for children living in the Broadmeadows area. The bus arrives in time for school at 8.40a.m. and leaves again at approximately 3.05p.m. from the Clark Street entrance.

The Broadmeadows bus to Khandallah School departs from the corner of Burma Road and Rajkot Terrace at 8.35a.m. via John Sims Drive, Burma Road to Khandallah School.

The bus is not a special school bus but supplied on a commercial basis.

BOOK CLUBS

Once or twice a term children, if they wish, are able to order reasonably priced books for their own book shelves through the Scholastic Book Club scheme. Orders made by school families assist the school by earning valuable points to use on Library book purchases. Details become available early in the year. The school cannot accept responsibility for the suitability of titles offered.

SCHOOL TEXT BOOKS, LIBRARY BOOKS AND SCHOOL EQUIPMENT

Children who break or damage school property through wilfulness or carelessness will be held responsible for repair or replacement, and will be charged accordingly. Children will be held responsible for misuse, loss or damage to books supplied by the school and will be charged for replacement.

NEWSLETTERS

Newsletters from the Principal and staff, aimed at keeping parents informed, are published frequently. The Board of Trustees and Home and School Association also communicate with parents by way of newsletters. The Principal produces a weekly newsletter on a Thursday. From May 2010 this will be emailed to your child's school email and can be accessed from home, please check this regularly. Alternatively newsletters can be viewed on the school website at www.khandallah.school.nz. Paper copies are available from the office on request.

PARENT INVOLVEMENT PROGRAMME

It is very much a part of school policy that parents are involved in many aspects of school life. These range from helping in the Library on a roster system, school and class trips, parent help in classrooms, and being involved by using your expertise in classroom programmes and sporting activities.

Parent help with before school road crossing duty (8.30 - 8.55am) in Clark Street, Woodmancote Road and Box Hill is also greatly appreciated.

MESSAGES TO PUPILS

It is not always possible for staff to forward notices about changes in children's after school arrangements. **Please confine messages to those of an urgent nature only.**

STATIONERY

At the beginning of the year children are issued with a stationery list. Items can then be purchased through the school office. New Entrant packs can also be purchased through the school office.

VOLUNTARY DONATIONS

Each year, the Board of Trustees asks parents to contribute a voluntary donation to support the extra services above what is able to be funded through Government funding. Board initiatives include teacher aides to support student learning in each syndicate and specialist teaching programmes – reading recovery and ICT coach (2010). We strongly encourage all families to contribute to this scheme. All donations are tax deductible. Payments can be paid in full or in instalments on a term, monthly or weekly basis to suit family budgeting either by cash, cheque, automatic payment or internet banking. The school does not have EFTPOS facilities.

Any issues related to voluntary donations can be discussed in confidence with our office manager, Judy Cosgriff, 4796685, extn 821.

Donation request for 2010

1 child = \$290

2 children = \$560

3 or more children = \$750

VALUABLES/ MONEY - ACTIVITY FEES AND MOBILE PHONES

All money brought to school should be exact wherever possible and placed in one of the two boxes outside the office. Money for activity fees, sports events etc should be placed in a named envelope in the red box situated in the foyer of the school office. Home and School fundraising event payments should be placed in the blue box. Again it is helpful if this is in an envelope with the child's name written on it. As a general rule we prefer children not to bring money to school unless it is for a specific purpose.

Difficulty paying activity fees should be discussed in strict confidence with our Office Manager, Judy Cosgriff, 479 6685 Extn 821

Expensive items/toys and electronic items should not be brought to school. The school accepts no responsibility for such possessions. Mobile phones are not to be used in school hours and should not come to school unless absolutely necessary. If your child needs to bring a mobile phone to school they must hand it in to the teacher prior to school starting and collect it after school.

LOST PROPERTY

Articles that are named can generally be returned to the owner.

A bin of unclaimed clothing is kept in the Room 15 stairwell. At the end of each term clothing is displayed. Clothing not claimed is sorted, washed and donated to charity.

For this reason all clothing should be named.

TRIPS AND VISITS

Khandallah School encourages visits to a wide range of interesting places to support learning programmes. Parents are always advised by note, from the class teacher, detailing cost and asking for permission. The cost of any visit is always carefully considered. Buses are usually used, but if it is more convenient to travel by car, parents are asked to provide transport.

In addition during each school year we endeavour to bring in live performances for children to experience. We take care to select high quality dance, music and drama performances that are related to our area of study.

SATURDAY MORNING SPORT

This is available to all interested children. Soccer, Rugby and Hockey are all organised through local clubs which make initial contact through the school. Netball is organised through the school, with parent willingness to coach essential.

THE SCHOOL IN THE COMMUNITY

The facilities and resources of the school are available for hire. All requests should be made through the school office where conditions of hire can be obtained.

KHANDALLAH HOME & SCHOOL ASSOCIATION

New to school? Want to find out what's going on? Want to meet other parents? Then come and join the Home & School Association.

The Home & School Association is a group of volunteer parents/care givers whose primary function is to bridge the gap between the home and school environments. Our aims are to provide opportunities for Khandallah School families to meet and socialise together, fundraise for identified school resources, and to support the Board of Trustees and teaching staff where we can.

We follow a committee structure and elections for posts take place at the Annual General Meeting (AGM) held in the first quarter of each school year.

Committee 2010:

Chair	Rebecca Morder
Secretary	Stephen Hilson
Treasurer	Grete Hindsberger
Parent Rep Coordinator	Rebecca Morder
Working Bee Coordinator	Rebecca Morder
Staff Representatives	Karen Grant

We meet at 7:00 pm on the first Monday of every month (except where this falls in the school holidays) in the school staff room. If you have ideas about fundraising or anything to do with the Home & School Association, or just want to join the committee and meet some other parents, then please come along to one of our meetings or contact one of us for more information. We always want to hear new ideas and see new faces.

The 2010 meeting dates for the year are:

March 1st (AGM) followed by committee meeting	August 2nd
April 19th	September 6th
May 3rd	October 11th
June 19th	November 1st
July 19th	December 6th

If you're keen to join in or have any questions about the Home & School then please check our section in the school website. http://khandallah.school.nz/home__school_assoc or just turn up at one of our meetings.

HEALTH AND SAFETY A - Z

ABSENCES AND CHECKING SYSTEM

A master list of absentees is drawn up daily from your telephoned notification that your child(ren) will be absent.

Class teachers notify the school office of non-attendees each day and these are checked against the master list. Where parents have not notified the school we will endeavour to contact home to ensure the child is safe. The success of this system is reliant upon parents ringing in before 8.45am each day.

Please leave a clear message with the child's name, room number and reason for absence on the answer phone.

Attendance is closely monitored. Where there are concerns regarding unjustified absences, or repeated lateness, parents will be contacted. The Truancy service will be notified if unjustifiable absences or lateness persist.

AFTER SCHOOL CARE

Due to space limitations, no after school care facility currently operates at Khandallah School. Other services available in the community include Kids Co, YMCA and About Kids Oscar. Details are available on our website. (www.khandallah.school.nz)

AFTER SCHOOL USE OF GROUNDS

Students may return to play in the school grounds after 3:30pm providing they have been home first and gained parent's permission to do so. This is unsupervised play and is the responsibility of parents.

Skateboarding is not permitted in our school grounds

BICYCLES



Bicycles should be street legal and ridden by competent cyclists. Cyclists must wear an approved helmet. For this reason, only children 8 years or older should ride bikes unsupervised by an adult to school. All bikes must be walked to the bike stand. For safety reasons, bicycles are not to be ridden in school grounds from 8.30-3.10pm unless as part of a class programme.



CIVIL DEFENCE PROCEDURE

This school has planned procedures to put into action in case of a civil emergency, such as a serious earthquake. Since you, as parents, have a part in this it is necessary for you to know what we are going to do and how you can help us.

We will keep all children at school under supervision until they are collected by parents or another adult specifically nominated in writing by you. You can nominate that person in advance and it will be recorded. When children are released it must be entered on a special register so that if any later inquiry is made we know that the child has left the school.

We suggest that you discuss this in your family and have a plan in case you are separated for a long while. The staff will be co-operating with the Civil Defence Organisation who may use the school as a base in a civil emergency.

CUSTODY AND ACCESS

If there is a court-order limiting or restricting the non-custodial parent's contact with the child a copy should be sighted by the school. Without such a court-order either natural parent has equal access to the child. It is very helpful if the school has a record of where the child is living or which separated parent they are staying with at any one time.

DENTAL CLINIC ☎ 479-3087

The Dental Clinic is staffed with trained and qualified School Dental Therapists and serves the immediate needs of local school children and pre-schoolers. Children can enrol from 2 years of age by parents signing a consent form. Children who have attended school elsewhere will be included on the Clinics roll as a matter of course.

This is a free service and opening times vary.

FIRE DRILL

These are held once a term. Due to the nature of our school site, three assembly points operate. If you are visiting the school at the time, having already signed in at the office, you will need to assemble at one of the assembly points and report to the warden (look for the bright fluorescent vests) to be accounted for.

HEALTH AND HYGIENE

Staff are trained in First Aid and we have appropriate First Aid facilities at school. If children are too ill for school we attempt to contact parents so the child may be collected and taken home. Every attempt will be made to contact parents in case of injury or sickness but it may be necessary for the child to be taken quickly to a Doctor, therefore it is important we have updated phone numbers and emergency number/contacts.

Children requiring medication such as Asthma Inhalers or bee sting treatment can either leave this (named) in the Medical Room or keep it with them. We are happy to discuss what is most appropriate for your child with you. A list of children with allergies is kept in the Medical Room - again please keep us informed.

Children who are not well should be kept at home. Experience shows they often get distressed and require collecting from school. They also infect other students and staff with their illness!

Particular care should be taken with Pediculosis (Headlice) and Impetigo (School Sores.) These should be treated accordingly and the school notified. Parents are also requested to inform the school if their child has contracted a communicable disease such as measles, mumps, chicken pox, rubella, whooping cough, hepatitis, tuberculosis, H.I.V. or Aids.

NOTIFY THE SCHOOL

If your child will be late for school.

If your child will be absent for the day or longer.

If your child has a notifiable disease-infection.

If your child has to leave the school grounds for any reason.

If you change your telephone number or address.

If allergies, medication or custody arrangements change.

PARKING

Children's safety is often endangered by thoughtless or careless parking in Clark Street, Woodmancote Road and Box Hill. Please give the patrols and wardens plenty of space to see traffic without having to stand in the middle of the road.

Neighbours and pedestrians would also appreciate driveways and footpaths not being used for turning and parking. We encourage Woodmancote traffic to use the pool parking area. It is only a short walk back to the school. Please do not turn into school driveways. This is a dangerous practice. Use the turning bays at the end of Woodmancote road and in the drop off zone.

PRIVATE CARS

Where private cars or vans are used for school trips each vehicle will have:

- A safety belt for each child to be transported
- A current registration and warrant of fitness
- The driver will hold a current full drivers license

Before setting out on a school trip drivers are briefed, if necessary, on the route to be taken and the final destination.

ROAD SAFETY

Parents are asked to acquaint their children with good safety habits. Children starting school should:

- Know how to cross the road. Stop, look in both directions and walk quickly straight across.
- Use a pedestrian crossing if near one.
- Play in safe places away from the road.
- Go straight home after school unless arrangements have been made and previous permission has been given.
- Not accept rides from people they don't know.

SCHOOL CROSSINGS

Children and accompanying parents should use the Box Hill, Clark St or Woodmancote Rd crossings. Children, specifically trained by the NZ Police, man Clark St. and Woodmancote Rd. from 8.30 - 8.55am and 2.55 - 3.10pm. An adult supervises the Box Hill crossing. Please encourage children to cross roads within these times and areas.

Children should not use the Station Road pedestrian crossing without adult supervision as this is not manned by patrols.

It should be noted that the job of patrols and wardens is one of great responsibility so please co-operate fully with them.

SCHOOL DROP OFF ZONES

We ask parents not to bring vehicles up the drive way to the top entrance. Space is limited and children from the top end of Clark Street enter the school grounds via this route. The “drop off and pick up” area is not for car parking. Parents should stay in their vehicles and move cautiously around the loop, stopping only to let children out or pick them up. Please do not use the drop off zone driveway as pedestrian access to the school. Children and adults should enter the grounds via the pathway situated opposite the Simla Cres. / Clark St. intersection.

SMOKE-FREE ZONE

Our school is a smoke-free zone. This means absolutely no smoking is allowed in buildings or on any part of our school property including fields, courts, carparks and driveways by any person including staff, parents, contractors and community members.

SUN SAFETY

Sun hats are compulsory wear in Term 1 and 4 and should be packed in your child’s school bag at all times. Sensible clothing that covers sensitive areas of the head, shoulders and torso is required. (ie no shoestring singlets or midriff tops). Sun block is provided.

VISITORS

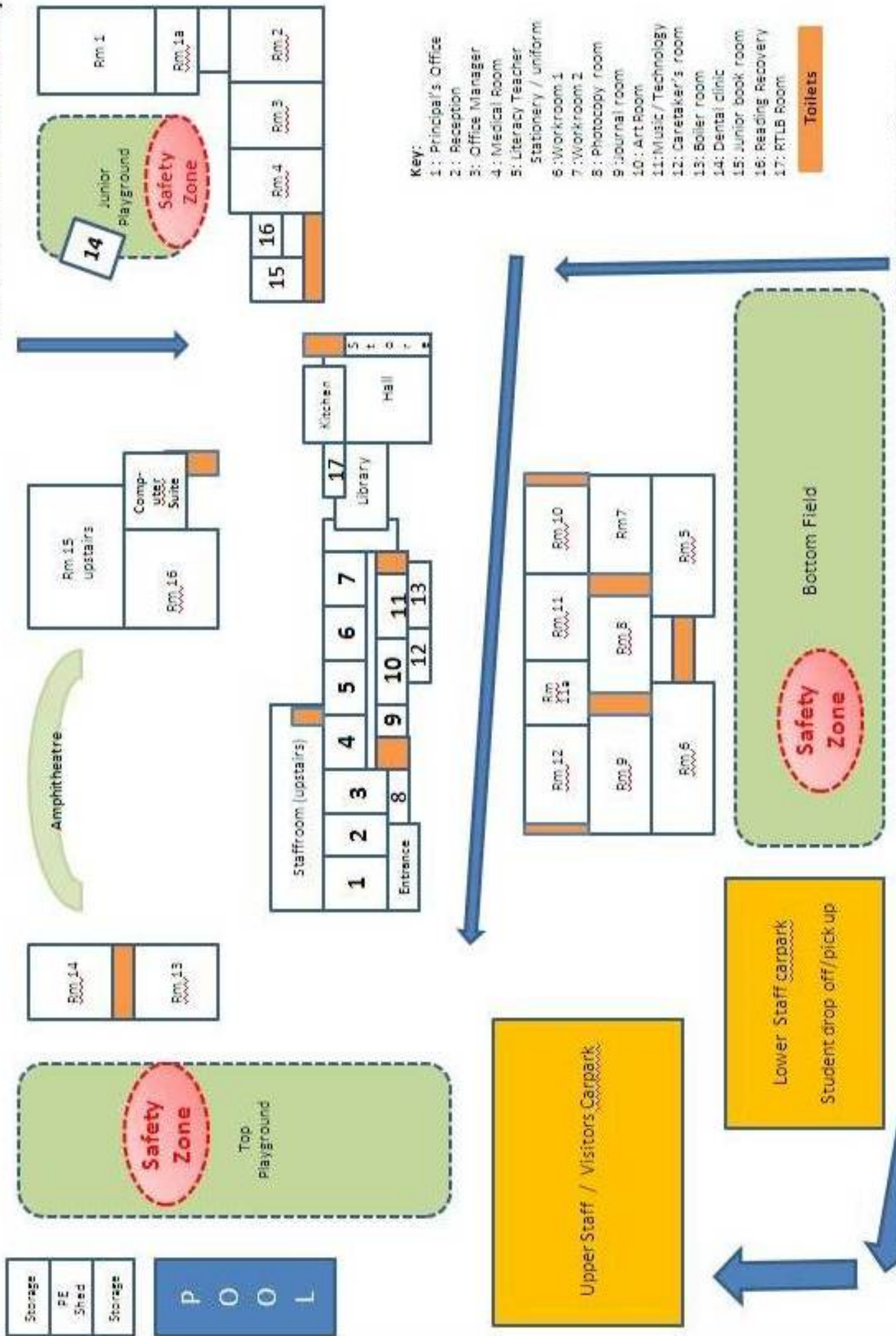
All visitors to the school (including parents visiting their children) must go through the office first and sign in the visitors’ book. This is a safety requirement. In case of fire or other disaster, it is necessary for the school to be able to account for everyone on site.

WARN YOUR CHILD AGAINST

- Leaving the school grounds.
- Loitering to and from school.
- Visiting friends without your permission.
- Accepting sweets, presents, lifts from strangers.
- Walking to and from school on their own.

KHANDALLAH SCHOOL

Woodmancote Road Walkway



- Key:**
- 1: Principal's Office
 - 2: Reception
 - 3: Office Manager
 - 4: Medical Room
 - 5: Literacy Teacher
 - Stationery / uniform
 - 6: Workroom 1
 - 7: Workroom 2
 - 8: Photocopy room
 - 9: Journal room
 - 10: Art Room
 - 11: Music / Technology
 - 12: Caretaker's room
 - 13: Boiler room
 - 14: Dental clinic
 - 15: Junior book room
 - 16: Reading Recovery
 - 17: RTLB Room
- Toilets