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Dear New Families,

Welcome to Cambridge Primary School.

Here at Cambridge Primary School we have;

- A welcoming school, where all pupils and families can feel part of our community
- A safe school, where all pupils, staff and families feel safe in our environment
- A positive learning environment where every teacher has the right to teach and every child has the right to learn.

This booklet will help you, as a new family, to learn a little more about Cambridge Primary School. We aim to keep you well informed. This booklet, our friendly office staff, a weekly CPS Express email, a fortnightly newsletter, our Facebook page and website, are the communication strategies we employ to help you find out more about Cambridge Primary and the activities taking place.

Your child will be well taught by excellent staff and will learn in a warm, secure and safe environment. Our friendly and welcoming staff and students will help ensure your child settles in happily and quickly. We hope you will feel free to contact the class teacher, your child's syndicate leader or myself if you have any queries or concerns.

If you have interest in becoming an active member of our school community there are a few ways you can do this; as a parent helper, a PTA member or as a Board of Trustees member, to name a few. I am sure that you will find participation in school life very rewarding.

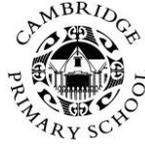
Again, welcome to our school and please do keep in touch.

Regards,

A handwritten signature in black ink that reads "Mike Pettit".

Mike Pettit  
**PRINCIPAL**

Michelle Jenkins  
**CHAIRPERSON BOARD OF TRUSTEES**



## Introduction

Cambridge Primary School is situated in the Cambridge town CBD. We are on the corner of Duke Street and Wilson Street opposite the Fire Station. We are a zoned school and we pride ourselves on our low student / teacher ratio in our New Entrant classes.

## Motto

Quality – Tradition - Innovation

## Mission Statement

To provide our students with a safe and positive learning environment in which they can develop the skills that will enable them to maximize their potential and become responsible world citizens.

## Vision

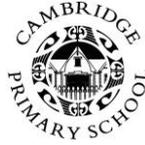
At Cambridge Primary School we believe Quality, Tradition and Innovation are the foundations for nurturing dynamic, aspiring learners within a supportive community.

## Cambridge Primary School Values

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| <ul style="list-style-type: none"><li>• Honesty</li><li>• Integrity</li><li>• Reliability</li><li>• Fairness</li><li>• Co-operation</li><li>• Caring &amp; Compassion</li><li>• Independence</li></ul> | <ul style="list-style-type: none"><li>• Turangawaewae – a sense of belonging/ownership</li><li>• Perseverance</li><li>• Respect</li><li>• Loyalty</li><li>• Tolerance</li></ul> |
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## Cambridge Primary School Believes in;

- Striving for quality and excellence
- Encouraging creativity and innovation
- Valuing our school traditions and place in history
- Active co-operation between parents, children and teachers
- Empowering students to take responsibility for their own learning and behaviour
- Providing a positive, stimulating and challenging learning environment
- Giving students the opportunity to participate in co-operative learning
- Encouraging risk taking and learning from mistakes
- Catering for different abilities and learning styles
- Emphasising Literacy and Numeracy and developing these to a high standard
- Setting achievable goals
- Acknowledging and encouraging effort and achievement
- Showing a genuine interest in our students
- Valuing student's work and celebrating successes
- Recognising and building on our students interests and abilities
- Providing a balanced programme
- Focusing on process and skill development
- Establishing clear and consistent routines
- Developing and fostering a love of learning



## OUR HISTORY- 1866

Soon after the establishment of Cambridge as a military settlement in 1864, there were around 200 children in the families of the early military settlers who urgently required the provision of a school.



The first school was established at the Redoubt in Fort Street in 1866. However, with the movement of troops to other areas, the school was discontinued. In 1869 Cambridge was declared an educational district by the Auckland Provincial Council. In the same year, a town settler Mr William Cunningham called together a few of the townspeople and suggested they apply to the authorities to use the disused hospital building which stood at the foot of the Duke Street hill as a school.

The present school site was used from 1874, and the old hospital building was transferred here to become the nucleus of the new school. The school grew rapidly and the roll in 1880 was 161 students.

On 2<sup>nd</sup> July 1883, the High School department was formed on the same site with a roll of 23 students. In order to qualify for the High School, students had to be over the age of 12 years of age and agree to pay a fee of eight guineas per annum. The department closed in 1887 due to low attendance but was reopened 20 years later in 1907 with 17 pupils. In 1990 the primary school roll was 160.



A further classroom, teacher's room and porch were erected in 1904 and in 1905 a separate classroom was built for the high school students. In 1909, a manual block and technical block were built. By 1910 the primary roll was 209. By 1917 the roll was up to 327; 82 children were crowded into one room in the infant department and 99 were taught in the Standard 3/4 room. Five new rooms were added in 1921 to accommodate the roll growth. In 1947, the roll had climbed to 486. In this year the first PTA was formed.

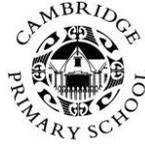
In 1952 the roll had increased to 560. With overcrowding, cold corridors were being used as classrooms. At this stage the Form 1 & 2 students were transferred to the High School as an Intermediate Department. After 1961, the High School relocated to the site at Bowen Street and the Intermediate Department (now the Middle School) remained at Clare Street. During the 100 years from 1866-1966 over 12,000 children had received their primary education at this school.

It is interesting reading some of the recent past history. Mr Bernie Hennessy, Principal from 1968-1970 recalls collecting the walnuts and drying them on a wire wove bed (a practice still followed years later!) and he recalls the dissatisfaction of the female staff whose toilet was located directly opposite the main entrance. Whenever it rained, the toilet roof leaked badly, so an umbrella was placed for handy use. A most difficult assignment to answer the call of nature and hold an umbrella at the same time!

Mr Keith Illingsworth (1971-1984) recalls the first major remodel. An open meeting on December 6<sup>th</sup> 1978, resolved that the exterior of the building be retained and the interior remodeled to modern educational standards. This was completed in May 1981.

Mr Denis Raines (1985-1999) had to deal with a major "Black Spot" in the school's history. Two classrooms and the Library were devastated by arson on the 31<sup>st</sup> of October 1986. The historic building refused to submit totally to the fire and all classrooms were restored to their former condition.





Under the management of Pat Poland (1999-2001), the school administration area was modernised (no umbrellas needed!). This was completed in July 2001. In this same year a large hall was also relocated onto the site.

From October 2001 until April 2008 Mrs Donna Donnelly (Hudson-Owen) was Principal. Under Donna's management the hall was given a fresher look on the interior with paint, kitchen and toilet facilities were built and the floor replaced. In 2007 the sandpit and swimming pool were removed from the front of the school and replaced with the Learning Pathways Area.



Under the current management of Mr Mike Pettit, 2009 saw the interior of the hall completely refurbished, the exterior reclad and the hall frontage brought in line with the character look of the main building. In 2011 an additional junior classroom was built, the staffroom was given a fresh new look and two additional offices were built. 2012 saw a new school uniform introduced. Also in 2012 the school frontage was upgraded with the planting of buxus hedging and the clearing of the river area at the back of the school was cleared, creating the Stanaway Reserve.

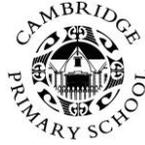
In April 2014 the Alison Wallis Room was moved to become a transition room as part of Batten Syndicate. This has been relocated to where the PE shed was originally. The PE shed has been moved alongside the caretakers shed. Over the 2014/2015 Christmas break two further classrooms in the Rutherford Syndicate block were built and the existing three classrooms upgraded, always ensuring the heritage look of the school is maintained.



A "Cool Pool for our School" was completed in 2015. Although not officially opened until the 2016 sesquicentennial celebrations. In 2015 the students and staff undertook a vision mapping project. There have been some amazing projects including the Rutherford syndicate outdoor area upgrade, a giant clock facing the field, Batten play area, redevelopment of Blake yard, line markings, a drinking fountain and a flying fox. During the 2015 Christmas break an upgrade of the A Block took place and is now looking nice and fresh. 2015 also saw Cambridge Primary School awarded the Silver award for Enviroschools .

As mentioned previously we celebrated our sesquicentennial, 150 year reunion of Cambridge Primary School 26<sup>th</sup> – 28<sup>th</sup> February 2016.

Further information about the history of Cambridge Primary and the local area can be located at our local museum or the school.



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## CAMBRIDGE PRIMARY SCHOOL STAFF 2018

**Principal:** Mike Pettit

**Deputy Principals:** Kate Watson & Nic Pettit

### Rutherford Syndicate

Room 1	Michael O'Reilly	Teacher	Yr 6
Room 2	Liam Carroll	Teacher	Yr 5
Room 3	Sophie Dewstow-Wright	Teacher	Yr 5 / 6
Room 4	Margot Calder	Teacher	Yr 5 / 6
Room 5	Di Kelly	Teacher	Yr 5 / 6

### Hillary Syndicate

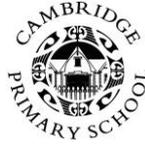
Room 6	Mitchell Pettit	Teacher	Yr 4
Room 7	Tanya Calitz	Teacher / Team Leader	Yr 3 / 4
Room 8	Sarah Wright	Teacher	Yr 3 / 4
Room 9	Julie Wallace	Teacher	Yr 3 / 4
Room 13	Adam Poka	Teacher	Yr 3 / 4

### Blake Syndicate

Room 10	Karen Jack	Teacher	Yr 1 / 2
Room 11	Nicola Ellwood	Teacher	Yr 1 / 2
Room 12	Anna Asplin	Teacher	Yr 2

### Batten Syndicate

Room 15	Colleen Bredenbeck	Teacher	Yr 0 & 1
Room 16	Briar McGougan	Teacher / Team Leader	Yr 0 & 1

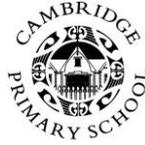


Release Teachers and Arts Teachers					
Erin Bracken	Release	Kelly Collins	Release	Charlotte Jamieson	Release
Judy Hoffman	Reading Recovery	Lizz Clarke	Art	Luna Marie	Mandarin
Jocelyn Moore	Music	Kate Henstock	Dance/Drama	Ange Hay	Science
Louisa Mulligan	French	Sue Lyon	Friends for Life	Deborah McElwee	Assessment
Paula Walsh	ALLIS Teacher	Jen George	SENCO		

Support Staff			
Anni Roberts	Secretary / Principal's PA / Office Manager	Hayley Elvines	Office Administrator
Sandy McKenzie	Office and Four Peaks Administrator	Marie Dale	Sports Co-ordinator / Grants Secretary
Amanda Butler	Resources / Communications	Nevis Stanaway	ESOL / Teacher Aide
Nicola Adams	ALLIS Executive Officer	Ian Lewell	Caretaker
Kim Foss	Teacher Aide	Helen Fuller	Teacher Aide
Rachel MacAllister	Teacher Aide	Sharon Burns	Library Assistant
Jo Coston	Teacher Aide	Allan Jackson	Cleaner
Sue Hoyle	Teacher Aide	Bev Hicks	Teacher Aide

Four Peaks			
Helen Fuller	Four Peaks Supervisor	Serena Smith	Four Peaks 2IC
Pam Old	Four Peaks Assistant	Anamieke Pettit	Four Peaks Assistant / Hall Cleaner
Gemma Martin	Four Peaks Assistant	Natala Pettit	Four Peaks Assistant / Hall Cleaner
Kyle Watson	Four Peaks Assistant	Delwyn Hawkings	Four Peaks Assistant
Auryn Maroney	Four Peaks Assistant	Tori Budd	Four Peaks Assistant
Sharon Mosen	Four Peaks Assistant		

Four Peaks Coffee Bar			
Louise Coneglan	Manager		



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## SCHOOL HOURS and TERM DATES

<b>School Day Begins</b>	8.45am	<b>Term 1</b>	1 <sup>st</sup> February – 13 <sup>th</sup> April
<b>Morning Interval</b>	10.30am – 10.50am	<b>Term 2</b>	30 <sup>th</sup> April – 6 <sup>th</sup> July
<b>Lunch</b>	12.30pm – 1.30pm	<b>Term 3</b>	23 <sup>rd</sup> July – 28 <sup>th</sup> September
<b>School Day Finishes</b>	3.00pm	<b>Term 4</b>	15 <sup>th</sup> October – 18 <sup>th</sup> December 2018

Children are welcome at school from 8.30am. Staff begin arriving at the school from 7.30am. Please note they are onsite to prepare for the school day, not to mind children. Children are not permitted unsupervised on the school site before 8.30am. The school roll sits between 390 - 410 students.

### GOVERNANCE

Cambridge Primary School is fortunate to have dedicated and hardworking parents on the Board of Trustees. The Board meets every month to discuss, review and plan governance related issues. Boards of Trustee meetings are open meetings and parents / caregivers are invited to attend.

Board of Trustee meeting minutes are a public document and are on display in the foyer each month. The School Charter, Strategic Plan and School Policies are always available to parents at the school office and on the school website.

### CAMBRIDGE PRIMARY SCHOOL BOARD OF TRUSTEES

Board Members	Michelle Jenkins - Chairperson Channah Oliver Quinton de Bruin Andrea Twaddle Calum Jamieson
Principal	Mike Pettit
Staff Representative	Tanya Calitz
Secretary	Anni Roberts

## THE A TO Z OF HOW THINGS HAPPEN AT CAMBRIDGE PRIMARY SCHOOL

### Accidents & sickness

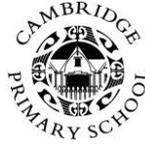
Minor accidents are treated in the school medical room, but parents are contacted if the accident is of a more serious nature. From time to time children get sick and our office staff may contact you if there is a problem. Please ensure your child is well enough to return to school if they are experiencing illness. Medicine can be administered at school, please see the office to complete a Medication Form. It is important that the school has up-to-date information of contact phone numbers and email addresses.

### Assemblies

Parents are very welcome to attend the assemblies. Parents are notified through the school newsletter and website of assembly days and times. Generally a full school assembly is held on even school weeks eg. Weeks 2, 4, 6, 8 and 10 at 2.15pm – and Syndicate assemblies are held on odd weeks throughout the term.

### Attendance/ absences

The Education Act governs all enrolment and attendance. All pupils are expected to attend school every day the school is open. If for any valid reason your child or children need to be absent from school for any other reason other than sickness or family commitments, permission must be sought

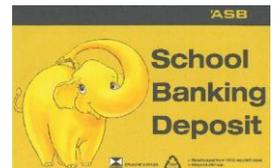


from the Principal in the first instance.

All non-attendance must be explained. All absences need to be reported by a parent / caregiver before 8.45am. You can contact us by messaging 0210 880 7206, emailing [office@cambridgeprimary.co.nz](mailto:office@cambridgeprimary.co.nz), calling 07 827 5316 or using the absences link on the home page of the website ([www.cambridgeprimary.co.nz](http://www.cambridgeprimary.co.nz)). Please ensure you include your child/ren's full names and room numbers with your preferred communications. These communications save us having to make a phone call to you to ascertain the whereabouts and safety of your child.

### Banking

Cambridge Primary provides a banking facility through the ASB bank. Banking can be done any day and is collected on a Friday. Bank books are placed in the ASB box at the office. Information on school banking is available at the office.



### Bicycles

We strongly recommend that only Year 5 and Year 6 students ride bicycles to school. All cyclists must wear safety standard approved helmets. If parents wish their children to ride to school, please ensure they know the rules of the road and correct procedures. If children are traveling over the high level bridge we recommend that they get off their bicycles and walk on the footpath. Bicycles need to be in a sound, safe condition. Children are to walk their bikes into and out of the school grounds and store them in the bike racks during school hours.

### Before & After School Care and Holiday Programme - Four Peaks



This service is owned and operated by the Cambridge Primary School Board of Trustees and is operated out of the school hall. The Four Peaks OSCAR Programme provides a safe, secure and fun environment for children 5-13 years old. Four Peaks is an OSCAR approved programme. The morning programme opens at 7:30am each school day and finishes at 8:30am, when children are then welcomed into class. The afternoon programme operates 3:00pm to 5:30pm.

Everyone has lots of fun; children may do art and craft, play games inside and outside and much more. Homework supervision is available on request (Monday to Thursday) and normally takes place in a separate classroom. Afternoon tea is provided. We offer a choice of wheatmeal or white bread with a selection of spreads. Fresh fruit is supplied along with water. We do our best to cater to children with special dietary requirements.

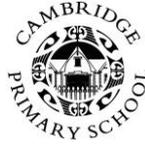
Four Peaks also deliver a very popular **Holiday Programme**, offering a variety of crafts, sports and friendship. The Holiday Programme sees the children venturing out once a week for a day trip (usually Wednesday). Now, you can complete your days' work knowing that your child is being cared for in a safe and friendly environment. We look forward to getting to know your child. Please see the office or if you wish to enrol your child/ren, or check our 'AIMY' booking system on the school website.

### Class organisation

The school is organised into four main Syndicates, Batten, Blake, Hillary and Rutherford. Some classes are composite. Senior Teachers in each area help the Principal with the school organisation and the placement of children in the most appropriate class for the child's needs.

### Communications

Each 'even' week an electronic newsletter with school happenings will be emailed home. It would be great if you could read through with your child. If you do not receive your newsletter by email please



let us know. Hard copies are available from the school office newsletter wall or available on the school website under the 'newsletter' tab.

CPS Express is a weekly email which will be sent every Thursday afternoon. It contains details on events that are happening in the following week and reminders or notices. If you are not receiving this email please check that we have your correct information. Copies of all notices that have been sent home will be available on the school website under 'Parent Information'.

### **Cultural groups**

We run a Kapahaka Group led by a trained facilitator. We do welcome parents and Whanau to support this also, especially if they have some expertise.



### **Curriculum**

Our teachers provide exciting teaching and learning experiences in all of the essential learning areas of the National Curriculum: Science, Mathematics, English, Technology, Social Studies, Health and Physical Education, Arts, and Languages. Our teachers are also committed to their responsibility to cater for special abilities and run the appropriate programmes.

### **Cybersafety**

When your child enrolls at Cambridge Primary School they will be required to complete a Cybersafety Use Agreement Form. Once completed your child is then entitled to use computers and other electronic devices at school. During the enrollment process we will also seek your permission to use your child/ren's image in our online and printed materials. The school does its best to enhance learning through the safe use of ICT.

### **Dental treatment**

A Dental Therapist is based at Cambridge Middle School. If you have any concerns regarding treatment, please phone (07) 823 9385.

### **Donations**

We ask each family to pay a school amenities donation and a paper fee donation annually to enhance the learning opportunities the school is able to provide. At the start of the school year you will receive an invoice with the amount that the Board of Trustees deem fair as an annual contribution. We can assure you this donation will be put to good use to buy those valuable extras for the benefit of all students. During the course of the school year new families enrolling will pay for a proportion of the annual donation. School donations are able to be partially claimed back through your tax return for the following tax year, using an official school receipt which can be generated at the time of payment.

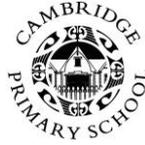
### **Education outside the classroom (EOTC)**

Team and class trips and camps play a very important part in the school programme. Consent forms are always included when you are notified of an out of school activity. It is important that these are signed and returned to the school. There will often be a charge for these activities. All children in the school are expected to attend camp. The Blake and Batten camp is a sleep over in the school hall, or in tents, and all parents are welcome.



At the beginning of the year, each child will bring home an EOTC form. Please read, sign and return to your teacher as soon as possible.

Parents are always needed and appreciated when helping with trips, camps or sporting activities.



Please be generous with your time if at all possible. A ballot system or C.V of skills may be required if the required parent numbers are oversubscribed. It is not possible to have pre-schoolers on trips.

### Emergency procedures

The school practices emergency procedures; in particular fire and earthquake drill regularly, so that in the unlikely event of a fire or earthquake the children and staff know what to do. We would encourage families to work out similar emergency procedures for the whole family when at home. Our post evacuation procedures include a link with the Local District Council's Civil Defence Co-ordinator.

### English as a second language students

Being a multi-cultural school enriches us! Normally there is a small number who are ESOL students. We get funding from the Ministry of Education to teach these children English and we employ a Teacher Aide to assist them. The Teacher Aide is responsible to the teacher in charge of SENCO and the Principal.



### Enrolment of pupils

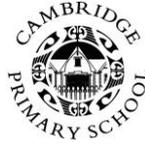
We have a school enrolment zone, details of which can be found on the school website and at the back of this prospectus. For all enrolments we encourage you to submit you enrolment online at [https://forms.linc-ed.com/?school\\_id=1702](https://forms.linc-ed.com/?school_id=1702). At the very top of this online enrolment form you will find the supporting documentation we require, including proof of address, birth certificate, immunization certificate or other official documentation verifying the child's name and date of birth. You can email these documents to [office@cambridgeprimary.co.nz](mailto:office@cambridgeprimary.co.nz). Students enrolling directly from overseas need to present passports or other documentation as evidence they are in New Zealand legally. Student Visas must be shown.

#### - New entrants

Cambridge Primary School Board of Trustees implemented a cohort entry policy effective from Term 1, 2018. This means some children, depending on when in the term their birthday falls, will be able to start school before they turn five, while others will have to wait until after their fifth birthday. Ministry of Education guidelines state that as a parent, you can delay your child's start up until their 6<sup>th</sup> birthday.

We see great benefits in cohort entry; such as, children starting together rather than arriving into a new school environment individually throughout a term so children are able to attend our transition to school programme as a collective. Midterm dates are determined by the Ministry of Education. If your child's birthday falls before the midterm date they can start at the beginning of that term however if their birthday falls on or after the midterm they are required to start at the beginning of the following term. Please see below a table illustrating this explanation.

2018 Term Dates	Start of Term	End of Term	Weeks in Term	Cohort Entry Midterm Dates
Term 1	Thurs 1 <sup>st</sup> Feb	Fri 13 <sup>th</sup> April	11 weeks	Sun 20 <sup>th</sup> March
Term 2	Mon 30 <sup>th</sup> April	Fri 6 <sup>th</sup> July	10 weeks	Mon 11 <sup>th</sup> June
Term 3	Mon 23 <sup>rd</sup> July	Fri 28 <sup>th</sup> September	10 weeks	Sun 3 <sup>rd</sup> September
Term 4	Mon 15 <sup>th</sup> October	Wed 18 <sup>th</sup> December	10 weeks	Wed 12 <sup>th</sup> December



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New entrants have many adjustments to make in the transition from pre-school to school. The physical size of the school, the number of people, a more structured day, conforming to school guidelines and the increased effort expended in learning. All these challenges can leave them extremely tired at the end of the day. We offer preschool to help your child transition. Please enquire at the school office for details.

Parents often ask “what their child needs to know before they start school.” We offer a “Flying Start to School Pack” specifically designed to help your child get off to a good start. The pack includes things such as; letter and number cards, counting beans, a small reader about the school and much more. The pack is \$5 and is available from the school office. The feedback about the packs has been very positive from both parents and children.

If you have any questions or queries regarding the information regarding cohort entry, please do not contact the school office.

### **Enviroschool**

Our school is a Silver awarded enviroschool. We are now working towards our Gold Award.

We have a dedicated group of children and teachers (we would love parents or grandparents to join us.) who are enthusiastic about learning about the world around us. We value people and the environment at Cambridge Primary School.



### **Fitness**

Children’s physical fitness and well-being is very important in the learning process. Each Syndicate runs a regular fitness programme for the children. Please enhance this fun programme by regularly playing sport, walking or running around outside as a family.

### **Green and gold**

Green and gold are our school colours. The colours have a purposeful meaning for our school. The green relates to being user friendly, an environmental focus, along with the importance of the school trees. The gold colour is for high achieving with high goals. These colours also now tie in with the town’s motto: Town of Trees and Champions.

### **Hall**

Our school is fortunate to have a Hall on site from which we hold assemblies, outside school classes and other whole school activities. The hall can be hired out to the community for a small cost. Please contact the school office if you wish to hire the school hall.

### **Health nurse**

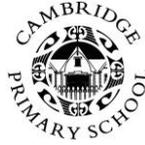
Our Public Health Nurse is employed by Health Waikato and visits the school on a fairly regular basis. If you wish to access her services please feel free to do so through the Principal or school office. Hearing and Vision testing is carried out regularly and parents are advised if there is a problem.

### **Health curriculum**

Board of Trustees is required to consult the school community on the Health Curriculum at least once every 2 years. Cambridge Primary School will consult in a variety of ways. These will be advertised through the newsletter.

### **Homework**

We believe homework is important; not just for its own sake but also as a means for parents and children to share with each other what is happening within school. Teachers will advise parents of



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what is expected at each level. In the Junior classes the children will bring home a reading book or poem each night. Homework should never become a cause for arguments in the home. The school also recognises the busy lives of families. Please see your child's teacher if a change to normal homework is required at certain times of the year. Homework is useful when school related activities are consolidated and enriched with the support and encouragement of parents.

### **Houses**

We operate a House System, and all children enrolled are placed in a House. Children are kept with their siblings. The Houses are: Charisma (black), Sir Tristram (yellow), Young Quinn (green) and Zabeel (white). Children are encouraged to gain "points" for their house in a variety of school activities (both academic and sport) - the house with the most points throughout the year wins the "House Shield" which is on display in the office. House colours are to be worn on certain school sports days.

### **Interviews/reporting/information sharing**

At the beginning of Term One Syndicate Information meetings are held. These meetings inform parents / caregivers of programmes, expectations, targets and goals. It is not a formal interview time however teachers are present. Also in Term One, arrangements are made for Parent/Teacher Interviews so that you can discuss your child's learning with their teacher. This is a valuable contact with the school. A second interview is held early in Term Three.

All written school reports are sent home electronically at the end of Term Two and Term Four. If you require a hard copy please contact the school office. Parent/Teacher relationships are very important for the progress of children.

If you would like to see the class teacher outside those formal interview times please phone or see your child's teacher to arrange another suitable time for you both. Our doors are always open. Curriculum Information evenings are also held from time to time.

### **Kea crossing & road safety**

This is patrolled by children with adult supervision between 8.30am – 8.40am, and 2.55pm – 3.10pm. We welcome offers of assistance from our community. Children are urged to go straight home after school if not attending Four Peaks After School Programme. Any arrangements to go to friends houses after school must be made with friends and parents the night before. Parents when walking children are required to use the kea crossing and reinforce our road safety procedures especially when collecting their children after school. We are always looking for adult volunteers to assist us



### **Key competencies**

Our programme enhances the values we teach at Cambridge Primary School. Please see the website for complete a outline of the programme.

### **Learning Needs**

Our school recognises that there are children who require special assistance to meet their educational and social needs. This includes children with special abilities. We have a Special Needs Co-ordinator. (SENCO) and we are committed to providing assistance within the resources and time available.

### **-Dyslexia**

Dyslexia describes a pattern of learning difficulties related to: reading, spelling and written language. These difficulties are unexpected, as dyslexia influences specific areas of learning, and is



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not related to an individual's general level of intelligence.

While the pattern of learning difficulties varies from individual to individual, typically dyslexia is related to problems with developing awareness of and processing sounds in language (called phonological processing).

The ability to link letters and words to sounds is necessary to develop fluent and accurate reading. Other differences in brain structure and function may also contribute to dyslexia and affect abilities in other areas such as: mathematics, planning and organisation. As dyslexia is a life-long condition, early identification is important to provide effective and appropriate support for learning.

### **-Dyspraxia**

Developmental dyspraxia (also known as Developmental Co-ordination Disorder and the Clumsy Child Syndrome) is a neurologically based disorder of motor function, affecting the gaining of new skills and the carrying out of those already learned. It affects children in different ways at different stages of development, and is inconsistent – as if sometimes information is 'put away' in the wrong drawer.

It is not a behavioural problem, not an overt physical disability, and may not even be visible – until the child tries to learn a new skill, or to repeat a learned one out of context.

### **-Dyscalculia**

This is a term used to indicate a lack of ability to perform mathematical calculations. This condition is associated with neurological dysfunction. Students with dyscalculia have difficulty processing numbers. It is a significant learning disability, often showing up in students with other learning difficulties, which can mask the dyscalculia. It is not related to any lack of intellectual ability.

At Cambridge Primary School we wish to support any child displaying the above traits and their families, so the student may better access the curriculum. We do not require an official diagnosis to adapt your child's programme.

### **-What's next?**

There is thought to be a genetic component to the above 3 conditions. Please let us know through the enrolment form if you, your child or anyone in your child's family have/had traits of any of Dyslexia, Dyspraxia or Dyscalculia. We have a Leadership Group made up of parents and staff that provide guidelines for best practice. We also have a Parent Group to support our families and provide current information. Our will be in contact if you have ticked any boxes regarding dyslexia, dyspraxia or dyscalculia.

### **Library**

Our computerised School Library is an important learning centre at Cambridge Primary School. Your support as caregivers/parents would be appreciated to ensure the care and return of our library books. We also visit our Town Library. Within the school library is also a parents library which is focused on helping parents bring up children and teenagers.

### **Lost property**

Lost property is situated between the toilets in the Blake Courtyard. It is available for parents to view during the school day. **Please name all your child's clothing.** Any unnamed garments (or illegible name), will become school property, as no name means no proof of identity. No discussions will be entered into. All unnamed lost property will be laundered and official school uniform will be placed into the uniform cupboard where it will be available to anyone for purchase by way of koha or donation. All unnamed 'non uniform' items will be given to charity.

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## Lunches

Please provide a healthy lunch and a drink for your child. We discourage foods and drinks with high sugar, food colouring and preservative content as many children react to these and become hyperactive. This in turn can impact on your child's learning and that of others.



A sausage sizzle takes place each Friday. Orders for the Friday sizzle can be made at the school hall, Thursday and Friday mornings 8.30-8.45am. Prepayment for the full term is also an option via Internet Banking or at the front office. These payments are non-transferable, non-refundable.

## Money sent to school

If money is required for any school activity, a notice will be sent home detailing the amount required and explaining the purpose of the expense. All monies brought to school should be sealed in a named envelope. For your convenience student payment envelopes can be found at the front office, on our Tuatara deposit box. Please complete all details requested, one envelope per child, per payment. No monies are to go through the classroom.

## Parent / Caregiver concerns

Please let us know as soon as possible if you have any concerns. Do not let things fester. Keep the communication lines open. Make contact with teachers, senior staff or the Principal and hopefully we can work out any issues together.

## Parent involvement

The school has an open door policy for parents visiting their children. As a courtesy though, please make an appointment if you wish to discuss your child's progress and arrange a mutually suitable time for you and your child's teacher. It is inappropriate to "pop in" and expect the teacher to stop what they are doing and talk to you during class time.

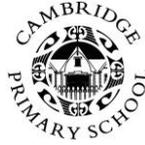
We do appreciate the level of support given by parents. Teachers would welcome any offer of help. Firstly check with the class teacher on how you can best help. Needs of teachers vary from class to class and levels of the school.

Assistance may be given accordingly:

- Help with the reading programme
- Help with school trips, camps, sporting outings
- Library assistance
- Coaching/ Managing of school sports teams
- Working bees
- Parent Tutor reading
- Returning of readers and resources
- Perceptual Motor Programme (PMP)

## Parent teachers association (P.T.A)

We have a vibrant PTA who play an integral role in fundraising projects that benefit the school and the children. New parents, parents of existing children, whanau and extended family are welcome to come along to our monthly meetings. We welcome your input! With your help, initiatives and support, we can continue to make our school a better place, and provide the very best for our children. P.T.A. is supported by the Board of Trustees and staff, and has raised funds for a number of school amenities.



## Parking

Unless in an emergency, parents are asked not to enter the school grounds in vehicles during the school day which includes Before and After School from 7.30am – 5.30pm. For the safety of our children, we also ask parents/caregivers not to use the staff parking area to drop off or collect children from. There is designated 5 minute drop off and pickup parks on Duke Street.



Parking is a real problem on a wet day. We really encourage parents to use the parking area between Bridges Church and the Prince Albert in Hally's Lane. A walkway runs to the right of Bridges Church. Bridges Church carpark is a private carpark so please do not park in there.

From time to time the Police and Waipa District Council visit school to ensure parents/caregivers are legally parking around the school, when dropping off and picking up children from school.

## Personal property

The Board of Trustees and Staff accept no responsibility in the case of loss or damage to valuables or articles brought to school. While all reasonable care is taken and efforts made to find property lost, the responsibility rests with the owner. We ask children to keep small toys, play things and cell phones at home – many are alike, they are difficult to name, can be easily lost and may be a distraction to others.

## Photographs

Class photographs are taken once a year. There is no obligation to buy. Cultural/sports photographs are also taken throughout the year.



## Productions

Productions and dance evenings are held at Cambridge Primary School. Due to the man-hours involved, the frequency is determined after consideration of all events on the school calendar.



## Reading recovery

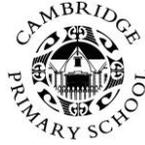
When children turn six, their reading is tested, and if teachers feel that children would benefit from one-to-one instruction they are recommended for a support Reading Programme. Parents will always be kept informed about their child's progress. There are limited spaces in this programme. Please do not hesitate to ask questions if you do not understand the process.

## School uniform

Our Formal school and PE uniforms are compulsory. Children are required to arrive and depart school in **complete formal uniform** including sandals or shoes. PE uniform may only be worn during school hours, to sporting events or if going to the Four Peaks After School Care programme.

The uniforms can be purchased from Image Apparel, Empire Street Cambridge, 07 827 8912. They are the sole provider of the school uniform. The school requires that during the summer months, all children wear





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sunhats for outdoor activities, at intervals and lunchtimes. Sun hats can be purchased from the front office. Summer months are defined as the period commencing Term 4 through to Easter or the end of Term 1.

Please ensure that all items are clearly named. Any unnamed garments (or illegible name), will become school property, as no name means no proof of identity. No discussions will be entered into. All unnamed lost property will be laundered and official school uniform will be placed into the uniform cupboard where it will be available to anyone for purchase by way of koha or donation. All unnamed 'non uniform' items will be given to charity.

### **Sport @ CPS**

We encourage all children to become involved in one or many sports. Children have access to equipment from the PE gear shed available at break times. Sporting skills are taught in all codes by teachers through a balanced Physical Education programme. We employ a Sports Coordinator to organise our winter and summer sports teams. Saturday sports in Term 2 and 3 are strengths of the school in Rugby and Netball. Friday afternoon Hockey is also played over these terms.



These 3 codes teams play under the banner of Cambridge Primary School in the colours of green and gold. Soccer and cricket are played in the local club competition. During summer (Term 1 and 4) we offer Miniball and Touch rugby. Registrations are taken online via Google forms. Keep an eye out in communications for registration dates and information.

Our Physical Education programme embraces swimming, athletics, cross-country, and gymnastics. Inter-School competition across many sporting codes is part of the planned School Sports Association's annual programme. If you, as parents/caregivers have special skills or desires for coaching and/or managing please do not be shy, get involved.

### **Staff**

Cambridge Primary School employs only the best staff. At the end of each year parents are advised as to the placement of their children for the New Year. If you have any questions regarding placement, please make an appointment to see the Principal. The final decision in classroom placements ultimately lies with the Principal.

### **Stationery**

Towards the end of a school year we will have available, for the following year, online stationery packs that you can purchase, pay and have delivered to your home at a time that is convenient to you. Students who arrive at the beginning of the school year can also order online. We will have a small supply of stationery packs for payment and collection at the school office for new students arriving throughout the school year.



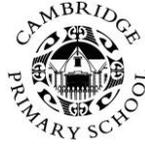
### **Swimming**

Swimming is an important part of our Physical Programme. All children are expected to take part in the swimming programme. Please send a note or call the school if for any reason your child is unable to go swimming on a particular day. It is a good idea to send togs and towels in a named waterproof bag.

### **School pool**

We are offering swimming lessons in our school pool. Registrations are now





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open. Contact [swim@cambridgeprimary.co.nz](mailto:swim@cambridgeprimary.co.nz).

### **Swimming pool keys**

Pool keys are available to purchase for Cambridge Primary School families and the wider community. Keys allow access outside school hours in Term 4 and 1. Please check the school newsletters or contact the school office for details.

### **Trophy awards**

The criteria can be found in each classroom. Trophies are awarded to encourage children to aspire for excellence. The Trophy Criteria can also be found on the website.

## **CAMBRIDGE PRIMARY'S WARRANT OF FITNESS FOR CHILDREN**

Our students need;

### **Plenty of sleep**

We can't work with children who have watched too much television or stayed up late – at least 10 hours sleep for primary children is recommended.

### **To be well fed**

To learn effectively children need a balanced diet with regular meal times – breakfast is essential for a six hour school day.

Children need both mid-morning and lunchtime food and drink. Fresh fruit, sandwiches, filled rolls, yoghurt, muffins and cereal bars are 'brain food' for your children. No fizzy drinks, lollies or chocolate please.

### **To be secure**

Our pupils come from caring homes. They need reassurance and realistic expectations from their parents and/or caregivers. Children learn best when they are supported and nurtured in their educational growth.

### **To have a positive attitude**

If children expect good things to happen at school in all areas of learning they will have a keen and sparkling approach to their day. Don't dull this with worries, fears and niggles! But please do let the classroom teacher know of any emotional considerations.

### **To have the correct gear**

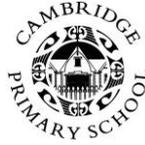
Be ready for the day. Have such things as stationery, lunch, library books and swimming togs. We do not encourage children to ring or contact you to bring things – we encourage independence and self-management.

### **To be on time – school day starts at 8.45am**

Social things happen before school and children are disadvantaged if they come late. When this happens students are not ready for the day's learning and playing. It also interrupts other children's learning. We encourage children to always do the Right Thing at the Right Time for the Right Reason.

### **Welfare of children**

Children are not to leave the school grounds at any time during the day without permission. If you need to take your child from school during school hours you must sign your child out from the Vistab



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register at the office. You will then be issued a purple slip which needs to be handed to the classroom teacher before you take your child/ren of site.

Parents / caregivers of children who are going to be late or absent should notify the office before 8.45am. This can be done personally, via a note, a phone call, email, messaging 0210 880 7206 or our website. Your child then needs signing in at the office on their arrival.

Your child's safety is our prime concern. We therefore strongly promote positive behaviour in our school. This means that no one person has the right to abuse any other person. No one person has the right to intimidate any other person in any way. It also means that it is "okay to tell" if you are being bullied.

