

Cambridge Primary School

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 School where every teacher has the right to teach and every child has the right to learn.

We know your child will settle in happily and quickly because the staff and pupils at our school are so friendly and welcoming.

This booklet will help you, as one of our new families to understand what happens at Cambridge Primary School.

We hope you will feel free to contact the class teacher, your child's Syndicate Leader or myself if you are at all concerned about your child.

Your child will be well taught by excellent staff at Cambridge Primary School, and will learn in a warm, secure, safe environment.

There are many ways that you can become an active member of our school community, parent helper, PTA, Board of Trustees member to name a few.

I am sure that you will find participation in school life very rewarding. This booklet, our friendly office staff, the fortnightly newsletter and website are some ways you can find out about school activities.

Again, welcome to our school.

Keep in touch.

Regards

Mike Pettit
PRINCIPAL

Chad Britton
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 that Quality, Tradition and Innovation are the foundations for nurturing dynamic aspiring learners with a supportive community.

Cambridge Primary School Values:

- | | |
|-----------------------|--|
| • Honesty | • Turangawaewae – a sense of belonging/ownership |
| • Integrity | • Perseverance |
| • Reliability | • Respect |
| • Fairness | • Loyalty |
| • Co-operation | • Tolerance |
| • Caring & Compassion | |
| • Independence | |

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
- Emphasizing 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 student's interests and abilities
- Providing a balanced programme
- Focusing on process and skill development
- Establishing clear and consistent routines
- Fostering a love of learning
- 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 that 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 2nd 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 and cold corridors 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 6th 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 31st 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 and 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 in 2004 the hall was given a fresher look on the interior with paint, a kitchen

and toilet facilities being built and the floor being replaced. In 2007 the sandpit and swimming pool were removed at the front of the school and replaced with the Learning Pathways Area.

Under the current management of Mr Mike Pettit, in 2009 the interior of the hall has been completely refurbished and the exterior reclad along with giving the hall frontage the same character look as the main building. In 2011 an additional junior classroom was built, again keeping in character with the main building. Also during 2011 the staffroom was given an upgrade giving it a fresh new look and two additional offices were built. 2012 saw a new school uniform introduced. Also in 2012 the school frontage has been upgraded with the planting of buxus hedging along with the clearing of the river area at the back of the school creating the Stanaway Reserve. In April 2014 the Alison Wallis Room has been moved to become a transition room as part of Batten Syndicate. This has been relocated to where the PE shed was originally and the PE shed has been moved down by the caretakers shed.

In 2014/2015 Christmas break we built two further classrooms in the Rutherford Syndicate block and upgraded the existing three classrooms there which are again in keeping with the heritage look of the school. A "Cool Pool for our School" has been completed and was officially opened 27th February 2016. The students and staff also in 2015 undertook a vision mapping project for our school and there have been some amazing projects including the Rutherford syndicate outdoor area upgrade, giant clock facing the field, Batten play area, redevelopment of Blake yard, line markings, drinking water fountain and a flying fox purchased and ready for installation in 2016. During the Christmas break an upgrade of the A Block has taken place and is now looking nice and fresh. Another 2015 achievement was our school receiving the EnviroSchools Silver Award.

On the 26th – 28th February 2016 we celebrated our Sesquicentennial, 150 year reunion of Cambridge Primary School.

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



CAMBRIDGE PRIMARY SCHOOL STAFF 2016

Principal
Deputy Principals

Mike Pettit
Sharyn Douglas & Kate Monaghan

Rutherford Syndicate			
Room 1	Ian Harrison / Kate Monaghan	Teacher / Snr Teacher	Yr 5 / 6
Room 2	Natalie McNamara	Teacher	Yr 5 / 6
Room 3	Sophie Dewstow-Wright	Teacher	Yr 5 / 6
Room 4	Liam Carroll	Teacher	Yr 5 / 6
Hillary Syndicate			
Room 5	Di Kelly	Teacher	Yr 3 / 4
Room 6	Erin Bracken	Teacher	Yr 3 / 4
Room 7	Carol-Lynn Hill / Jen George	Snr Teacher	Yr 3 / 4
Room 8	Tanya Calitz	Teacher	Yr 3 / 4
Room 9	Joanne Beldham	Teacher	Yr 3 / 4
Blake Syndicate			
Room 10	Karen Jack / Judy Hoffman	Teacher	Yr 2
Room 11	Briar McGougan / Sarah Wright	Snr Teacher	Yr 1 / 2
Room 12	Lucy Clouston	Teacher	Yr 1 / 2
Batten Syndicate			
Room 14	Lauren Gray	Teacher	New Entrants
Room 15	Anna McAdam	Teacher	New Entrants
Room 16	Nic Pettit / Sarah Wright	Snr Teacher	New Entrants
Release Teachers - Kate Henstock/Drama - Julie Wallace/Dance - Stephanie Chia/Languages – Jocelyn Moore Music, Lizz Clarke/Art , Alison Appleyard/Reading Recovery , Deborah McElwee, Sue Lyons and Margot Calder			
Support Staff			
Sandra Hazelton	School Secretary / Principals PA	Julia Raupi	Office Administrator
Sandy McKenzie	Office Administrator	Sandy McKenzie	Four Peaks Administrator
Amanda Butler	Administration / Resources / Communications	Marie Dale	Sports Co-ordinator / Grants Secretary
Nevis Stanaway	Teacher Aide	Helen Taylor	Teacher Aide
Heidi Caesar	Teacher Aide	Helen Fuller	Teacher Aide
Sue Hoyle	Teacher Aide	Ian Lewell	Caretaker
Sharon Burns	Library Assistant	Anamieke Pettit	Cleaner
Mitchell Pettit	Hall Cleaner	Allan Jackson	Cleaner
Four Peaks Out of School Care			
Helen Fuller	Supervisor	Pam Old	Assistant / Cleaner
Annette Timmins	Assistant	Marie Dale	Assistant
Adam Fuller	Assistant	Mitchell Pettit	Assistant
Gemma Martin	Assistant	Danielle Fuller	Assistant
Zachary Griffith	Assistant	Anamieke Pettit	Assistant
Katie Verhoeven	Assistant		
Four Peaks Coffee Bar			
Louise Coneglan	Manager	Robyn Pell	Assistant

SCHOOL HOURS and TERM DATES

School Day Begins	8.45am
Morning Interval	10.30am – 10.50am
Lunch	12.30pm – 1.30pm
School Day Finishes	3.00pm

2016

Term 1	2 nd February – 15 th April
Term 2	2 nd May – 8 th July
Term 3	25 th July – 23 rd September
Term 4	10 th October – 15 th December

Children are welcome at school from 8.30am. Staff begin arriving at school from 7.30am but they are at school to prepare for the school day, not to mind children. Children are not allowed unsupervised on the school site before 8.30am. The school roll sits between 320 - 380 students.

ATTENDANCE

The Education Act governs all enrolment and attendance. All non-attendance must be explained. All absences need to be reported by a parent / caregiver to us before 9.00am. We appreciate you making a brief phone call or emailing the school or using the absenteeism link on the website (www.cambridgeprimary.co.nz) to let us know if your child is going to be absent as this saves us needing to make a phone call to you to ascertain the whereabouts and safety of your child.

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.

GOVERNANCE

Cambridge Primary School is fortunate to have very dedicated and hardworking parents on the Board of Trustees. The Board meets every month to discuss, review and plan governance related issues. Board 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	Chad Britton - Chairperson Channah Oliver Quentin de Bruin Samuel Mikaere Michelle Jenkins
Principal	Mike Pettit
Staff Representative	Tanya Calitz
Secretary	Sandra Hazelton

PARENT TEACHERS ASSOCIATION (P.T.A)

We have a vibrant PTA who plays an integral role in fundraising projects that benefit the school and the children. New parents, parents of existing children at school, whanau and extended family are welcome to come along to our monthly meetings, and 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.

PARENT INVOLVEMENT

The school has an open door policy for parents coming to visit 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 unless it is an emergency.

We do appreciate the level of support given by parents and teachers would welcome your offer if you wished to be a parent 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
- PMP

As you can see there are many ways that you can help Cambridge Primary School.

NEW ENTRANTS

Parents often ask what their child needs to know before they start school. Our school offers 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 for purchase from the school office when you bring in your enrolment form. The feedback about the packs has been very positive from both parents and children.

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, eating and playing alongside others, conforming to school guidelines and the increased effort expended in learning can often leave them extremely tired at the end of the day. We offer 6 preschool visits on Fridays so your child can feel part of the class from day 1. Please enquire at the school office or talk to a NE teacher.

We are committed to a low New Entrant student / teacher ratio.



CAMBRIDGE PRIMARY'S WARRANT OF FITNESS FOR CHILDREN

Remember to send your children to school with a Warrant of Fitness.

They need the following –

*** 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. This is important, as 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! Though please 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 does interrupt 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 report to the office. You need to sign your child out in the register at the office and you will then be given 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 or our website.

We ask parents to ensure their children are at school on time and able to start classes at 8.45am. Any pupils not at school at this time are recorded on our electronic attendance register as absent and you will be phoned to ascertain your child's whereabouts and welfare by 9.30am if you have not made contact with the school.

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.

Assemblies, newsletters, class lessons and parent meetings will reinforce this message. The school has a Behaviour Management Policy, which is regularly reviewed. The Board of Trustees deals with serious cases of discipline as warranted.



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.

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 odd school weeks eg. Weeks 1, 3, 5, 7 and 9 at 2.15pm – and Syndicate assemblies are held on even weeks throughout the term.

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 school 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. However, if parents wish their children to ride to school they should ensure that the child knows 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 over the bridge. Bicycles need to be in a sound, safe condition. Children are to walk their bikes into and out of the school grounds.

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 programmes are OSCAR approved and available every school day from 7.30am – 8.30am and 3pm to 5.30pm, and a school holiday programme operates from the same venue during holiday breaks. Please see the office if you wish to enroll your child/ren. Subsidies are often available through WINZ.



CARE COMPETENCIES

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

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 organization and the placement of children in the most appropriate class for the child's needs.

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. When this form is completed your child is then entitled to use computers and other electronic devices at school. 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 commencement of the school year you will receive an invoice with the amount that the Board of Trustees deem fair as an annual contribution. We really do appreciate it if you pay this. 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. A tax receipt is issued.

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.

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. We choose to employ a Teacher Aide to help these students. The Teacher Aide is responsible to the teacher in charge of SENCO and the Principal.

ENROLMENT OF PUPILS

On a new entrant's (5 year olds) enrolment, the school needs to sight a birth certificate or other official documentation verifying the name and date of birth of the child. Pre-school visits are arranged through the school office. It is helpful if you can produce an Immunisation Certificate for school also. When we enroll students directly from overseas we do need to sight their passports or other documentation showing that they are legally in New Zealand.

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 on site a Hall in 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 think that 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 at school. Teachers will advise parents of 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 recognizes 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 in Houses. 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 – 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 at the end of Term Two and Term Four via email and hard copy. 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 daily. Children are urged to go straight home after school if not attending Four Peaks. 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.

LIBRARY

Our computerized School Library is an important learning centre at Cambridge Primary School. Your support as caregivers/parents would be appreciated to ensure the care of our library books and returning of our library books. We also visit our Town Library. Within the school library is also a parents library 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.** All property left at the end of term is deemed as the property of the Board of Trustees and will be dealt with accordingly.

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 note and 'student payment envelope' will be sent home detailing the amount required and explaining the purpose of the expense. All monies brought to school should be sealed in this envelope. Please complete all details requested on the envelope, one envelope per child, per payment. The envelope should be placed in the Tuatara deposit box located in the front office. No monies are to go through the classroom.

NEWSLETTER

We send home a newsletter fortnightly on each odd week on a Wednesday to let you know what is happening in school. It would be great if you could read these through with your child. If you do not receive your newsletter – check those schoolbags first! Spare copies are available from the school office. Alternatively, or it is available on the school website, under the "newsletter" tab.

PARENT 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.

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, they are also asked 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 come down to ensure that when children are being dropped off and picked up from school, that parents/caregivers are legally parking around the school to ensure our student's safety.

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, usually towards the end of the 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. They are the sole provider of the school uniform. The school requires that during the summer months, all children wear 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. A book for second hand sales, is kept in the office foyer. Please check it periodically for items you may be requiring, or to list any items of uniform you wish to sell.

SPECIAL NEEDS/ABILITIES

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.

SPORTS

We encourage all children to become involved in one or many sports. Children have 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. Saturday sports are strengths of the school in Rugby and Netball with parents keen to train and coach. Hockey is played during the week.

In these 3 codes the 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 we offer miniball and touch rugby.

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. We also employ a Sports Coordinator who organizes our winter and summer sports teams.

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, or we will have a small supply of stationery packs for payment and collection at the school office.

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 bag.



TROPHY AWARDS

The criteria for obtaining trophies are sent out within the first two newsletters in Term 1 of the year and also can be found in each classroom. Trophies are awarded to encourage children to aspire for excellence. The Trophy Criteria can be found on the website.

WALKING SCHOOL BUS

Our school operates a Walking School Bus at times throughout the year.

We do encourage students, parents/caregivers to walk to school and be part of our Walking School Bus. This is a wonderful time to promote safe walking, physical fitness and good health. Please see the school office if you are interested in assisting with this. You can commit from 1 – 5 days.



Vision mapping projects and a 'Cool Pool for our School'

