



HAPPY VALLEY ROAD

WELLINGTON

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INFORMATION

FOR PARENTS AND CAREGIVERS

This booklet provides you with an introduction to our school and outlines how our school functions.

A more in depth understanding of our school can be gained by reading our School Charter, School Policies, Procedures and Programmes. These are all available in the school office. Parents/caregivers, and prospective parents/caregivers are welcome to borrow these to read.

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1. INFORMATION

1.1 STAFF

The school currently has five classes, with a Principal who has some teaching tasks as well as management responsibilities and two Deputy Principals who each teach a class but have overall responsibility for all the junior classes (Years 1-3) or the senior classes (Years 4-6). The Resource Teachers of Learning Behaviour are based at our school and their office is based in the Resource Room.

A list of current staff is attached as Appendix 1.

1.2 COMMUNITY INVOLVEMENT

1.2.1 Board of Trustees

The Board of Trustees are elected every three years by the school community to govern the school. This entails working closely with all our community to provide governance that enables the best possible learning experiences and opportunities for all students at our school. The Board is involved in development and ratification of school policies, community consultation and supporting the day to day management of the school.

Support and training is made available to both new and experienced Trustees to ensure they are kept abreast of the latest developments in Trusteeship.

1.2.2 Parentlink

Parentlink is the fundraising group at our school. It fundraises to help provide extra equipment and resources unable to be purchased by government funding.

All parents/caregivers at our school are members of this fundraising group, which means that they are expected to participate in and support fundraising activities each year.

People who wish to participate in organising fundraising events meet regularly at school. Present office holders of this committee are included in **Appendix I**.

1.2.3 Owhiro Bay Kindergarten

Owhiro Bay Kindergarten is on site and part of the School and Kindergarten One Learning Community. The Kindergarten is located on the south side of the school and caters for infants/toddlers and young children. The Kindergarten is governed by Wellington Free Kindergarten Association. For more information or any queries, please see www.wn-kindergarten.org.nz for phone 2323.069 (Wellington Kindergarten Association)

1.2.4 After School Care/Holiday Programme

Both the above are independently run from the school hall each day by KIDSCO. Please see school office for more information/brochure or see www.kidsco.co.nz

1.2.5 Parent/Helpers/Involvement

We welcome parents and caregivers into the school. It is a well researched fact that parents who are involved in their child(ren)s education and schooling have a very positive effect on the rate of their child(ren)s learning development and progress.

For this reason we have a strong expectation that parents are involved in the school and learning programmes.

*** Visit Your Children**

Come in to see your child(ren) involved in their classroom programme. When you drop off or collect your child(ren), make a point of looking at your child's classroom and books.

*** Talk to your Child(ren)s Classroom Teacher**

If you wish to make an appointment to discuss the things your child is enjoying at school, any questions you may have, concerns or to share information, e.g., a late night or important family events, please talk to your child's teacher or contact the school office to arrange a mutually suitable time.

*** Special Skills**

Many of you have particular skills from which children would gain valuable experience e.g: library skills, craft work, science, musical accompaniment. If you are keen and able to share these, please let us know.

*** Sports Training**

Those of you who have specific skills and/or interests in any particular games or sports may like to take some coaching sessions for children.

*** Playground Activities**

Coming in at playtime or lunchtime to run games or help out with supervision of activities in the playground. During the winter months you may wish to take a musical group, some craft work or show a video during the breaks that need to be inside.

*** Classroom Help**

- working in a classroom to help children or the teacher with activities
- helping to get materials ready for the classroom e.g: mixing paint
- "Publishing" children's stories
- making games, small books for publishing work
- checking children's spelling words for the week.

* **Reading**

- listen to children read or reading to children
- making poetry cards or blown up books
- mending books or putting them away in the resource area

* **Library**

- mending library books
- returning books to the shelves
- sorting, tidying and managing numerical and alphabetical order on the library shelves
- helping catalogue and process new library books or readers

* **Resources**

- helping make mathematics, Te Reo or reading teaching aids
- helping sort out, mending or putting away (shelving)
- covering new books

* **Providing Materials**

- sending to school any coloured cardboard, quality paper, odds and ends for construction work.
- thinking of us whenever you know of equipment (e.g: wet day games, carpet) in good order but no longer required.

* **Special Occasions**

Coming in to help out when a special event is on. These are more successful and more fun as more people are involved, e.g., tabloid sports, baking day.

* **Transport**

Providing transport for children to enable classes to go on trips and visits out of the school. All children must be seat-belted, in registered vehicles with current Warrant of Fitness when transported on a school trip.

We really appreciate it when parents/caregivers offer help rather than wait to be approached by the school. We believe your involvement is a key factor contributing to the development of children at Owhiro Bay School.

We have an open door policy and you don't need to be doing anything specifically to come in to the school. You are welcome at any time in any classroom, assemblies and the staff room.

1.3 MAP OF SCHOOL

1.4 ENROLMENT PROCEDURES

1.4.1 How to Enrol

When a child turns five years of age they are entitled to attend school in New Zealand, however this is not compulsory until they are six.

There are a number of forms to fill in at this time, so it is a good idea to ring or call in at the school several weeks prior to enrolment to get these forms and fill them in before the big day. It is also a good idea to arrange for your child to attend their new class at least twice (more if possible) before they begin. This just ensures that the place and people aren't all new and scary when your child starts. Try to include a lunchtime or playtime in your visit so you can familiarise your child with the play area and play equipment.

It is essential for the School Secretary or Principal to sight a birth certificate or some official document to verify that the child is five years old.

1.4.2 Contact Numbers

When enrolling, it is important to provide the school with two contact telephone numbers, where someone can be located in the event of an emergency. It is also important that you advise the school should these numbers change at any time.

1.5 TIMETABLES AND ROUTINES

1.5.1 School Hours

School starts at 8.55 a.m. Children have a morning tea break from 10.40 - 11.10 a.m. and a lunch break from 12.40 - 1.30 p.m. School finishes at 3.00 p.m.

Children should not be at school before 8.30 a.m. unless you have made a special arrangement with their teacher. This is to ensure that teachers have the opportunity to make the necessary preparations for the day. If children arrive before this time they wait in the foyer until 8.30 am when they can go to their rooms.

Parents are also encouraged to make appointments to speak with teachers outside 8.30 - 9.00 am so this preparation time is uninterrupted and teachers can spend the first half an hour of the day catching up with children as they arrive.

At 3.00 p.m. children should go straight home and then return to the school grounds if they wish to play. This is a safety measure to ensure that parents know where their children are and what they are doing. Children play in the junior adventure playground area while waiting to be collected by their parents or caregivers. At 3.15 pm each day any children not yet collected come into the school foyer area and parents or emergency adults contacted.

1.5.2 Absenteeism

When a child is away parents need to ring the school to let us know why they are absent.

This is for your child's safety and a Ministry of Education requirement. It is a safeguard against them going missing on the way to school. Due to assemblies and fitness, the roll may not be checked before 9.30 am and it may be later before the office can telephone to check on any absences. Following an absence we request parents to send a note explaining the absence. This is a requirement for official records. Phoning on the day of absence is more important for safety reasons.

Each call made to check on an absent child costs the school 20c plus the valuable administration time used to make the call, so your help in letting us know if your child is away before 9.00 am is really appreciated.

The school monitors attendance and any patterns in late arrivals or absenteeism is checked. Students are encouraged to attend school every day that is open for instruction unless they are ill.

1.5.3 Library

We try to ensure children use the library once or twice a week. This means children need to remember to bring their books back to school on their library day. Children are allowed to take books home, but these often need to be returned in the last week of term, so that the librarians can work on the library stock during the holiday break. All books need to be returned or renewed a week from the date of issue.

Library books for the junior classes are for shared reading or for parents to read to the children. The senior children are encouraged to borrow one independent library book i.e: they can read it by themselves, but they can also choose more challenging books or picture books for shared reading or for parents to read to them. (Shared reading is when parents and child read together, and the child is not put under any pressure to 'know' the words).

When library books are lost or damaged these have to be paid for by the borrowers or their parents. Should this occur, an invoice is sent home for payment.

1.5.4 Medication

Some children are on regular medication for conditions such as asthma. It is a help if parents let teachers know when this is the case. It is also helpful if the staff know whether children need supervision in administering it.

The school/teachers should only be requested to administer medication during the school day, when it is impossible for the parent or guardian to do so. All requests are made on the "Parent/Guardians Request for School to Administer Medication" form, addressed to the Principal and kept within the guidelines of the Privacy Act. Before medication is administered, the school requires written confirmation by the parents or guardians. Medication is administered by the delegated person/persons and witnessed by another adult.

The exact dose of medication must be provided by the parent/guardian to the school and the medication is kept in a secure place - where possible within the administration area of the school - in a child-proof container.

The delegated person/persons endeavour to administer the medication as required by the parents/or guardian.

The school is not permitted to hold drugs of any kind in its first aid kit, so in the case of sickness it is important that telephone contact numbers are kept up to date.

1.5.5 Arriving/Departing from School

We have a very dangerous road outside our school so children need to be crossed by parents/caregivers as they are dropped or picked up. Children and their parents/caregivers who live south of the school are asked to leave via the courts gate so they do not walk across the carpark entrance/exit.

Parents who pick up children in cars also need to be safety conscious. If possible, park on the side of the road closest to the school and stay well back from the gate and the bus stop so that adults and children can have an unobstructed view of the traffic.

**** For safety reasons we ask that nobody drives in or out of the gate while children are arriving or leaving school. When parents do pull away from the curb, please indicate clearly and pull away slowly as children and adults are often watching traffic in the distance and need plenty of warning.**

1.5.6 Bus to School

There is a city bus service which can take children to and from school. Please contact the school or Go Wellington for further information about this service. A staff member waits with students until the bus arrives after school each day.

1.5.7 Valuables and Money

If parents are sending money to the school please make out cheques to the school, and if sending cash please send the correct amount in a named envelope. There is a red mailbox just inside the foyer door (on the left as you enter) to deposit any money or notices for the school. The secretary clears this daily.

Children often like to bring their possessions to school but we discourage them from bringing expensive or treasured items to school as sometimes things get broken or lost and the school cannot accept responsibility for these. If children need money at school for bus fares or lunch change, the school cannot accept any responsibility for it unless it is given to their teachers for safe keeping.

Any cellphones that come to school are forwarded to the school office for safe-keeping during the school day and collected at 3.00 pm.

1.5.8 Lost Property

It is a huge help if children have their names on all their clothing. When clothing is found and unclaimed it goes into a lost property box which is kept in the corridor opposite the lunchroom. Although we regularly display lost property, there is still a lot that goes unclaimed. Parents are welcome to come in and look at the lost property at any time. We are unable to take any responsibility for clothing that goes missing. At the end of each term unclaimed clothing is cleared by donation to a charity with a second hand clothing outlet.

1.5.9 Newsletters

Parents are kept up to date with school events in newsletters each week. These are sent home each Wednesday (with the youngest sibling at school) or emailed home preferably and are numbered from the beginning of the school year to help you check that you haven't missed any. It pays to check your child's bag for newsletters as children can be forgetful about delivering them to Mum or Dad.

Class Learning Links are sent home at the beginning of each term to keep you informed about class events and happenings. Both these newsletters are also available on the school website.

1.5.10 Lunch Orders

We believe children must be well rested and well fed to enable them to concentrate on their learning.

Children can order lunches at school. These orders are taken in the lunchroom at 8.45 a.m. each morning by senior children. It is very helpful if parents can try to give children the correct change and can get these orders in on time. Any change required is sent back to class through the class mail bags (purple bags) at the end of the day. We will tell you of any price changes in the school newsletter.

1.5.11 Stationery

Although some stationery items are available from the school, children need to purchase their initial stationery before the beginning of the year to enable them to start as soon as the year begins. Stationery prices are subject to increases. We let you know of these increases through the newsletter.

1.5.12 Assessments and Reporting to Parents/Caregivers

All teachers keep regular assessment of each child's progress over the year.

We have a Meet the Teacher Class Meeting at the start of each year to give parents and caregivers an opportunity to meet and talk with their child's teacher.

Parent/teacher/student three-way conferences are held later in Term 1. The week before, a pupil and parent preparation sheet is sent home and is returned to school prior to the conference. The information in these provide a valuable background for the learning conversation at the conference and helping to set goals. Parent/teacher/student three-way conferences are also held in Term 3 to discuss the progress and set new goals. Pupils are expected to join their parents/caregivers and teacher at these conferences as they help to discuss their progress and the next learning steps.

Parents/caregivers of New Entrant children are invited to speak regularly with their child's teacher as entry to school is an important step for children and their parents/caregivers.

We also encourage informal contact between teacher and parents over the year; particularly if there is a child whose learning or behaviour is seen to be at risk. These children should be identified by parents and teachers so parents and teacher together can sort out strategies as soon as possible.

Two written reports come home each year. The first of these follows the first three-way conference and the second comes home in December to give a summary of your child's progress during the year.

1.5.13 School Donations

School donations are asked for each child. These pay for some of the basic materials needed to run the school, as well as paying for all the extras such as musical instruments, audio visual equipment and most importantly books. Books don't have a very long life when being used constantly, so we spend a lot of money on replacing worn out favourites.

Currently donations are \$40.00 per term per child. There is also fundraising during the year for special purposes e.g: computers, calculators, extra resource books, new and replacement audio visual aids.

Class Trips

A set amount of \$10.00 is asked for per pupil, per term to enable parents, teachers to budget the cost of educational trips and visitors to support learning programmes. These may be paid at the beginning of the year or the beginning of each term.

1.6 SCHOOL CHARTER

This is reviewed each year and is an important basis for everything that happens in our school. A copy of this can be viewed in the school, on the school website or can be sent home on request.

1.7 RULES AND IMPLEMENTING OF RULES

Our school works hard to manage behaviour in a clear, consistent, positive and supportive manner. Please see our Behaviour Management Policy in the enrolment pack.

1.7.1 Rules

We try to keep rules to a minimum, but we believe that all people in our school have the right to be safe and to feel safe. The following are the five guidelines or rules we work from:

Be Considerate; Be Kind; Be Respectful; Be Careful; Be a Peacemaker

Children are encouraged to:

1. Be considerate – treat themselves and all others with consideration and respect
2. Be Kind – treat others as you wish to be treated
3. Be Respectful – value themselves and others by speaking and acting with courtesy
4. Be Careful – treat other people and their property with consideration and respect at all times.
5. Be a Peacemaker – e.g., help others remember what are considered acceptable standards within our school.

1.7.2 Safety at School

Of course we need to have some rules for safety.

“Bullying is unacceptable, deliberate, hurtful behaviour”
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At Owhiro Bay School we have zero tolerance for any disrespectful or bullying behaviour. We do not tolerate:

- 1. damage to property or taking other people's things**
e.g., graffiti, littering, defacing others work
- 2. physical hurting or violence**
e.g., poking, pinching, pushing, inappropriate touching
- 3. play fighting, weapons or war toys**
e.g., using sticks as swords, guns, pocket knives
- 4. hurting with words**
e.g., put downs, swearing, racist comments, gossip, yelling inside.
- 5. threatening words or body signs**
e.g., fingers, rolling eyes, peer pressure

At the beginning of each year, childrens rights and responsibilities are discussed, classroom treaties are formulated and the Rules for the Playground are reviewed. These rules are set by the children with their teachers at the beginning of each year and are regularly updated as children and/or staff feel it is necessary.

These include;

- children are only allowed out of the school grounds with teacher supervision.
- children who rollerblade, scooter, bike or skateboard to, from or at school, must always wear a safety helmet.
- children walk around corners and down corridors.
- Ball games involving kicking or batting (except padda tennis and four square) are played on the field or courts.
- Children exercise due care for the safety of others when using equipment in the school grounds.
- War toys and dangerous items eg. pocket knives, razor blades, matches, fireworks are not to be brought to school. Anything of this nature is confiscated and returned to parents directly.
- Play fighting and fighting games are not allowed at school – i.e., in our school grounds or buildings.

NB Please see “Rules for Playtime & lunchtime” in the enrolment pack for this year’s rules.

1.7.3 Implementing Rules

There are clear procedures outlined in our “Behaviour Management Policy and Procedures” enclosed with this information pack.

Our philosophy is that everyone has the right to work and play safely without fear or physical/emotional abuse by others. Bullying or harassment of any nature is

unacceptable and dealt with proactively.

We teach children how to tell others when they are doing something that is unacceptable. We also identify children who are at risk because they have inadequate self control and teach them strategies for avoiding conflict and resolving issues peacefully.

There is no corporal punishment in this school. We use praise and affirmations to encourage children to engage in safe and appropriate behaviour. Awards and verbal acknowledgements are made at assemblies, in class and in the playground by teachers and pupils to those children who have been observed being helpful, considerate and behaving appropriately. Parents/caregivers are an important part of this acknowledgement process and involved as much as possible.

1.8 Home Learning

We believe that children at this age gain much from play and talking to/with people, often more than they do from formal homework. However we also believe children should be encouraged to take responsibility for their own learning, have an opportunity to complete tasks, practise skills already mastered and share some of their learning activities/skills with parents/caregivers. We do encourage some home learning in our school.

Our requirements are basically;

10 minutes - NE/Y2

15 minutes - Y3/Y4 (plus reading)

20 minutes - Y5/Y6 (plus reading)

Learning Links come home at the beginning of each term to share some of the ways parents/caregivers and families/whanau can support learning at home.

1.8.1 Reading

Every child is encouraged to read for 10 - 15 minutes per night, whether it is shared reading or parent reading. For the older children some of this time could be silent reading independently. We encourage parents/caregivers to talk with their child about what they are reading and their understanding of this.

1.8.2 Mathematics

Children need to know their basic facts. (Similar to what used to be called "Tables") They need to know them off by heart at the following rate.

By the end of Year 3 - all addition and subtraction basic facts up to 10

By the end of Year 4 - all 2x, 3x, 4x and 5x basic facts

By the end of Year 5 - all x basic facts up to 10 x 10

- most division basic facts

By the end of Year 6 - all addition, subtraction, multiplication and division basic

facts memorised up to 10

5-10 minutes daily drill, (e.g., chanting) as home learning definitely assists this. Some senior children may also bring home mathematics activities to complete.

1.8.3 Spelling

Programmes focus on building student awareness and knowledge of letter sounds, spelling patterns and rules.

When they are ready to learn spelling words, students bring home spelling lists or personal word lists. Regular daily practice for 5 – 10 minutes greatly assists their spelling skills. There may be also some spelling activities sent home as part of home learning activities.

1.8.4 Studies

Senior children may have extra activities or an extension study to do to see how well they can apply skills taught in class. Parents may help by talking with their children about their goals, guiding and helping them gather resources. We encourage children to actually do the work themselves rather than it becoming Mum or Dad's project/homework.

1.9 CONCERNS AND COMPLAINTS

1.9.1 Procedures for Concerns Complaints

If ever you are concerned about something at school, then the first thing you should do is contact your child's classroom teacher and discuss it with them. If you feel the issue has not been resolved to your satisfaction you should then contact the Principal. The Principal listens to you and then goes to the classroom teacher to get an overview. Following that the Principal takes whatever action she (or he) feels necessary to resolve the issue and ensures you are kept informed of what happens.

If you still feel that the issue is unresolved you can make a complaint to the Board of Trustees Chairperson who would then contact the Principal to discuss the issue.

It is important that you contact the classroom teacher whenever you are worried about something, no matter how trivial you feel it is. If it is important enough for you, or your child to worry about it then it needs clearing up. Often it is just a misunderstanding or a small matter to put it right and this may make the world of difference for your child.

1.10 HELPING AGENCIES**1.10.1 Agency Listing**

There are several agencies available to parents to help them with any problems they might have.

<u>Agency</u>	<u>Phone</u>
Group Special Education	4395.000
Health Nurse	3841.564
Mobile Dental Clinic	027 2418647
Speech Clinic (see Group Special Education)	
Child and Family Clinic	0508 326459
Ear and Eye Testing	3841.538
Grief Counselling	0800 211 211
	384.7644
Skylight Counselling	939.6767
Resource Teachers' Learning & Behaviour based at Owhiro Bay School	3835.017

2. CURRICULUM AREAS

2.1 Overview

The second part of this information booklet contains a short statement from Te Aratiki o te kura o Owhiro - our Owhiro Bay School Curriculum - on each learning area. A detailed description of our school policies and programmes or procedures is contained in a folder called "Nga Arahi" meaning "The Paths". This is available and can be borrowed from the school office.

Our learning community also supports children to be future focused learners who are:-

- Managers of self
- Participators and contributors
- Inquiring learners
- Critical thinkers + risk takers
- Literate and numerate to be capable users of symbols, language and texts

2.2 Health and Physical Education

Students learn in health and physical education by focusing on the well-being of themselves, others and society through participating in health related and movement contexts.

2.3 The Arts

Students discover how to use their senses, imagination, thinking and feelings as the stimulus for creative action and response through movement, sound and image. This reflects the bicultural and multicultural character of New Zealand along with personal identity of students.

2.4 Science

Students use investigating, understanding, and explaining our natural, physical world and the wider universe. It involves generating and testing ideas, gathering evidence – including by making observations, carrying out investigations and modelling, and communicating, debating with others – in order to develop scientific knowledge, understanding and explanations.

2.5 English

Students learning and using English language and it's literature communicate for a range of purposes in a variety of forms.

2.6 Social Sciences

Students explore how societies work and how people can participate as critical, active, informed and responsible citizens. Contexts are drawn from the past, present and future and from places within and beyond New Zealand.

2.7 Mathematics and Statistics

Students explore relationships in quantities, space and time and learn to express these relationships in ways that help them to make sense of the world around them. Numeracy involves calculating and estimating using a range of methods and communicating mathematical ideas

2.8 Technology

Students use practical and intellectual resources to design and develop products and systems that make a difference in the world.

2.9 Learning Languages

Students are provided with an opportunity to communicate in the official languages of Te reo Maori and New Zealand Sign Language to help link and learn to communicate with people.

APPENDIX I**2010 Staff and Parentlink**

- Karen Hardie - Principal
- Deanne Daysh - Deputy Principal of Junior School (New Entrants – Year 3 students)
- Teacher Year 0/1 (Harakeke) – Room 5
- Therese Young - Deputy Principal of Senior School (Year 4 – Year 6 students)
- Teacher Year 5/6 (Pohutukawa) – Room 3
- Shelley Berry - Reading Recovery and Release Teacher and Room 7 (Karaka)
- Abby Radford - Teacher Year 2 (Taupata) – Room 4
- Rowena Johnstone - Teacher Year 3/4 (Tawa) – Room 6
- David Norman - Teacher Year 4/5 (Karo) – Room 1
- Jocelyn Oldcorn - Music Teacher
Susan Meek - Part-time Teacher
- Lisa Reweti - Maori Enrichment Teachers i.e., Te Kete Rourou and
(Whaea Lisa) Kapa Haka Teachers
Kahu Taumata
(Whaea Kahu)
- Warren Rankin - Resource Teacher of Learning Behaviour – Resource Room
Ruth Jones - Resource Teacher of Learning Behaviour – Resource Room
- Wendy Davenport - Office Manager
Joanne Leggett - Accounts Manager
Faith Governor- Teacher Aide
Karen Sommerville - Teacher Aide

Board of Trustees

- Chris Roberts (Chairperson)
Karen Sommerville (Treasurer)
Kathryn Hazlewood (Secretary)
George Theodorou
Peter Noble
Warren Rankin (Staff Representative)
Karen Hardie (Principal)

Parentlink Office Bearers

To be advised

APPENDIX II

LUNCH ORDERING

Lunches are to be ordered before school begins.

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List and prices as follows:

Cottage Pie (no pastry base/mashed potato top)	
- Spicy Vegetable	\$2.50
Pizza	
- Hawaiian	\$2.00
Wrap	
- Butter Chicken	\$3.00
Monty Spaghetti (bread-based) Pie	\$2.00
Metro Mince Pie	\$2.00
Muffin	
- Chocolate	\$1.00
- Strawberry	\$1.00
Mooju (frozen milk)	
- Chocolate	\$1.00
- Strawberry	\$1.00
Bottled Water	\$1.00
Cookie	\$ 80c
Popcorn	\$ 80c

STATIONERY

N.B.

A current class/price list can be obtained from the school office.