



GENERAL INFORMATION – February 1 2018

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Our weekly newsletters are our regular key communication with you on current and upcoming events. **These will be emailed to Caregivers every Thursday using our school links email and messaging service. Paper copies will be by request.** Our newsletters are also available on our website. This is just a reminder on some of the general school information you can find in our Parent/Caregiver Information Handbook we give to new enrolments. The handbook can be viewed on the **school website** www.welbourn.school.nz or is available from the school office on request. It also includes an A-Z of general information, expectations and procedures.

CLASSROOM ORGANISATION 2018

Room	Teacher	Level	Teams	Leadership
1	Mrs Janet Murdoch	NE-Y1	Tui	ECE/New Entrant transition
3	Mrs Claire Ogier	NE-Yr1	Tui	
4	Mrs Nikki Wheatley	Yr1	Tui	Tui Team Leader
5	Miss Jenny Dryden	Yr2	Pukeko	
6	Ms Kelly Collins	Yr2/3	Pukeko	Pukeko Team Leader
7	Mrs Kelly Clements	Yr2/3	Pukeko	
8	Mr Craig Henson	Yr 3/4	Weka	Weka Team Leader
9	Mrs Rebecca Sargent	Yr 4	Weka	
10	Mrs Abi Knauf	Yr 3/4	Weka	
11	Mrs Katrina Lilley	Yr 5/6	Kakapo	
12	Mrs Tracy Rudman	Yr 6	Kakapo	
13	Mr Michael Shearer	Yr 5	Kakapo	
14	Mrs Patricia Gibson	Yr 6	Kakapo	Kakapo Team Leader
15	Mr Sean Dillon	Yr 5/4	Kakapo	
Mrs Sasha Scott Reading Recovery, Learning support programmes, Junior assessments				
Mrs Jo Old, Mrs Kez Nicholls; Part time teaching staff				
Mrs Jenny Magon		school wide responsibilities		Associate Principal/ SENCO
Mr John Carr		school wide responsibilities		Associate Principal

ANCILLARY:

Office Administrator: Mrs Jillian Bint.

Office – Mrs Stephanie McSweeney

Library: Mrs Lyn Earley

Sports Administrator – Mrs Suzanne Hopkins

Sports Teacher support – Mr Michael Shearer

SUPPORT STAFF Teacher Aides:

Mrs Rose Dodunski, Mrs Tracey Arbuckle, Mrs Denise Rowles, Mrs Susan Lawrence, Mrs Louise Godfrey, Mrs Jacqueline Coster.

CARETAKING / CLEANING:

Caretaker – Mr Nigel Conley

Cleaners – Mrs Helen Chamberlain, Mrs Stephanie McSweeney

SCHOOL OPERATING HOURS:

8.50	Preparation/into class bell.
8.55	Classes Start.
10.40	Morning Interval
11.00	Classes recommence
12.30 - 1.20	Lunch Interval
1.20	Preparation/into class bell
1.25	Classes recommence
2.55	Classes finish. Children should leave the school grounds
3:40	Carrington/ Frankley Road School bus departs

Children should not be at school before 8:30am. Road crossings are patrolled from this time.

The YKids Care supervised programme is available between 7:45-8:30am in the school library for working parents who need to bring children before this time.

School finishes at 2:55pm. The crossing patrols operate until 3:15pm and children are expected to leave the grounds before this time, go home and check in with parents after school. Children using the playgrounds after 3:15 pm, other than the school bus children, are not supervised by the school; this includes children who are involved in sports practices. Parents are responsible for children at after school sports and should be supporting coaches by attending practices.

Y KIDS CARE

The YMCA organise and administer the Before and After-school care programme daily at the school

from the school library and are independent from the school. Hours 7:45-8:30am and 3:00-5:30pm. Details are available from the office or by contacting the YMCA. Children are under the supervision of Y Kids care employees. They are still expected, however, to follow school rules and behaviour expectations.

SCHOOL TERMS 2018:

TERM 1	Thursday February 1st	- Friday April 13th
TERM 2	Monday April 30th	- Friday July 6 th
TERM 3	Monday July 23rd	- Friday September 28th
TERM 4	Monday October 15 th	- Tuesday December 18th

(NB: End date may change if a Teacher Only day is held during the year)

The school is required to be open for instruction for 384 half days for the 2017 year

Stationery Needs: Thank you for organising your child's stationery through either Office Max or another local retailer. Some items on the lists will need to be paid through the office. A List of what is needed for your child's class is available on the school website or from the office.

Children need to have their books ready to work in by this Monday 5th please.

Voluntary donation fee: Thank you to those who have already contributed a voluntary donation fee of \$60 for the school year. A fill receipt is available for tax rebate purposes. This can be paid termly or in instalments. It is a voluntary donation which is appreciated but not a requirement.

THE HOME & SCHOOL

The Home & School is another name for the P.T.A. or Parent Teacher Association. The Home & School Association is formed from this school community – all interested parents, caregivers and teachers who are willing to organise activities on your behalf. The Home & School welcomes new families and organises events and activities that promote parent involvement and strengthen our school as a community. They take responsibility for fundraising for the extras our children need, providing support for the Board of Trustees, teachers, parents and caregivers. Home & School Meetings are informal and friendly and held at 7.30pm on a Monday night approximately three times per term in the school staff-room. Please look for Home & School news in our weekly newsletter and upcoming meeting/ event dates. New members are always needed and welcomed. **Kim Hills: President, - Natalie Bull: Secretary, Sarah Hastie: Treasurer.** We have our BBQ fundraiser at the **Meet the teacher evening on Thursday 15th February** and we'd love your support. **First Meeting This Monday 5th February at 7:30pm – School staffroom.**

GOVERNANCE OF THE SCHOOL:

Under the Education Act (1989) the Board of Trustees is responsible for the governance of the school and has an oversight of all school operations and including student achievement and school management.

BOARD OF TRUSTEES	Chairperson	- Chris Usher	757 5257
	Principal	- Kay Crofskey	757 5810
	Finance	- Kerry Clement	757 4410
		- Tony Earl	759 1883
		- Trina Jury	769 5578
		- Alistair Simmers	758 1131
	Staff Rep.	- Jenny Magon	757 5810
	Minutes Secretary (Non – Member)	- Jillian Bint	757 5810

The next meeting is Tuesday 27 February at 5:30pm.

• MANAGEMENT OF THE SCHOOL:

The Principal is the professional leader of the school and is responsible for its management, through the implementation of the policies of the Board. For matters relating to staff and discipline, curriculum programmes and teaching and learning issues contact:-

THE PRINCIPAL Kay Crofskey ph. 757 5810 Email: principal@welbourn.school.nz

• CLASSROOM PROGRAMMES:

The education of your child as an individual, his/her instructional programmes and the running of individual classrooms is the responsibility of the classroom teacher. Contact:-

THE CLASSROOM TEACHERS School Ph. 7575 810 email office@welbourn.school.nz

NB: Please make calls or contact with teachers outside of classroom learning time (see school operating hours) unless urgent.

We welcome open communication and encourage you to contact us if you need something clarified or explained further. We welcome and value your involvement and participation in the education of your child.

Noho ora mai Nā Kay Crofskey Principal