

# QUEENSTOWN PRIMARY SCHOOL

Te Kura Tuatahi o Tahuna



Queenstown Primary School promotes **quality** learning, encourages **perseverance** and empowers students to create their own pathways to **success**.

## PARENT INFORMATION

### INTERPRETER

If you need help translating some of our school documents, we can provide assistance.  
Please contact the school office.

# Welcome to Queenstown Primary School



We are a great school in which to grow and learn. We are committed to delivering a high quality and balanced education within a breathtakingly beautiful setting. We are situated in central Queenstown within a short 3 minute walk of the town centre.

Our students have many opportunities to participate in unique activities based on a strong outdoor education focus. These include activities such as skiing, ice skating, hiking, biking, golf and outdoor camps. We recognise students' diverse abilities, interests and ethnicities and aim to provide a wide-ranging programme that will meet all of their needs; academically, socially and physically. We provide an inclusive community and welcome families from all over the world.

The staff and I look forward to encouraging and supporting your child through their learning journey. We believe that for schools to be successful there needs to be a dynamic partnership between home and school. We encourage you to visit our school, meet with myself or members of the senior leadership team and help us to learn more about your child's learning needs.

These are exciting times and Queenstown Primary School is equipped to ensure raising student achievement is our core business. We want learning to be fun, focused and family friendly. That means we intend working with you to add value to your child's education.

Kind regards,  
**Fiona Cavanagh**  
PGEdLM, MEdLM

Email contact: [admin@queenstown.school.nz](mailto:admin@queenstown.school.nz)

## MISSION STATEMENT

Queenstown Primary School promotes **Quality**, encourages **Perseverance** and empowers each student to create their own pathways to **Success**.

The school values **Respect, Caring and Integrity** are an integral part of the teaching and learning programme. They are expressed in everyday actions and interactions within the school.

In addition we encourage each student to:

- ◆ Develop a positive attitude and work ethic
- ◆ Self regulate their learning
- ◆ Inquire and create new knowledge
- ◆ Develop key competencies to ensure they become a lifelong learner
- ◆ Take pride in personal and collective achievements
- ◆ Enjoy outdoor education activities
- ◆ Care for the environment
- ◆ Show resilience and respond to change
- ◆ Be creative and strive for excellence
- ◆ Meaningfully use technology in a global community

<b>Facilities at school include:</b>	<b>Extra Curricular features of the school:</b>	<b>Programmes and Support:</b>
<p><b>Well resourced Library</b></p> <p><b>3 separate playground areas within the school</b></p> <p><b>Extensive, well maintained school fields</b></p> <p><b>School Hall and Multi Purpose Room</b></p> <p><b>Music Room</b></p> <p><b>Swimming Pool for junior classes</b></p> <p><b>Wide range of ICT equipment available for classroom use (Apple Mac and PC based)</b></p> <p><b>Wireless network throughout the whole school</b></p> <p><b>Dedicated technology and science classrooms for Year 7/8</b></p>	<p><b>Student Leaders</b></p> <p><b>Student Librarians</b></p> <p><b>House Groups and House Leaders</b></p> <p><b>Enviro Group</b></p> <p><b>QPS News</b></p> <p><b>Tecki Experts</b></p> <p><b>Kapa Haka Group</b></p> <p><b>PALs</b></p> <p><b>Choir</b></p> <p><b>Rock Band</b></p> <p><b>Peer Mediators</b></p> <p><b>Winter programmes (Skiing, Snowboarding, Ice Skating)</b></p> <p><b>Outdoor Education</b></p> <p><b>Various sporting activities and school sports teams</b></p>	<p><b>English as a second language (ELL) learning support programmes</b></p> <p><b>Gifted and Talented programme</b></p> <p><b>Extensive Learning Support programmes</b></p> <p><b>Reading Recovery</b></p> <p><b>Specialist Physical Education (PE) teacher for all year groups</b></p> <p><b>Specialist Science and Technology teachers (Year 7 &amp; 8)</b></p> <p><b>Swimming programme</b></p> <p><b>Life Education programme</b></p> <p><b>Perceptual Motor programme (PMP)</b></p> <p><b>Outdoor Education Week (Term 4)</b></p> <p><b>School camps</b></p>

# SCHOOL CONTACT DETAILS

PHONE: +64 3 442 9120

FAX: +64 3 442 9543

PHYSICAL ADDRESS: 20 Robins Road, Queenstown 9300

EMAIL CONTACTS: [office@queenstown.school.nz](mailto:office@queenstown.school.nz)

WEBSITE: [www.queenstown.school.nz](http://www.queenstown.school.nz)

BANK ACCOUNT: 03 0675 0329146 00

## OUR TEAM

### Management Team

Fiona Cavanagh Principal

Matt Leach Deputy Principal

Darryn Rae Deputy Principal

Team Leaders	Julie Walker	NE - Year 1
	Alison Walker	Year 2
	Mary Orłowski	Year 3-4
	Sarah Worrall	Year 5-6
	Stuart Cooke	Year 7-8
	Justine Lock	Special Education Needs Coordinator (SENCO)
	June Sumner	Executive Officer

### Classroom Teachers

#### New Entrant / Year 1

Julie Walker - **Team Leader**

Myschel Albrecht

Michelle Percy

Lynda Baker

Belinda Fraser

#### Year 2

Alison Walker - **Team Leader**

Amber Leung

Victoria Stevens

Renee Stuart

#### Years 3/4

Mary Orłowski - **Team Leader**

Susan McIntyre

Christina Wilson

Mark Douglas

Nicky Gray

Sharla Franklin

## **Years 5/6**

Sarah Worrall - **Team Leader**  
Fran Bailey  
Lynda Thomas  
Victoria Dunbar  
Scott Barnsdale  
Lucy Collins-McKenzie

## **Years 7/8**

Stuart Cooke - **Team Leader**  
Amanda Starkey  
Toni McIntyre  
Liam Kortegast  
Emily Markby

## **Specialists**

Julie Little - Science  
Dave Dubnick - Technology  
Sarah Ferguson - ELL and Remedial Maths  
Justine Lock - Gifted and Talented GATE  
Paula Nicholls- Physical Education (PE)

Teacher Aides  
Librarians  
ICT Support  
Office Support  
Grounds and buildings

## **HOME/SCHOOL PARTNERSHIP**

Queenstown Primary School recognises the vital role that parents play in their child's education and recognise that educating children is a collective and collaborative effort between home and school. We encourage parents to be involved in all aspects of school life. This includes attending school assemblies, parent/teacher interviews and 3 way community conferences, information and reporting evenings and sports events. It also includes sharing knowledge and support with inquiry units, supporting our 'education outside the classroom' programme, being a member of the Parent Teacher Association (PTA) and being a parent representative on the Board of Trustees.

## **BOARD OF TRUSTEES**

The Board is the governing body of the school and are also the employer of staff and the Trustees of all the school property.

The Board of Trustee members are elected by the community every three years. The Principal is always a member and the staff also have an elected representative.

The current Board of Trustees are:

Jayne MacDonald	Fiona Cavanagh (Principal)
Ben de Haan	Mandy Kennedy
Meaz Nathan	Sarah Ferguson
Gaylene Hastie	Jeanette Edwards
Fiona McLister	

## **PARENT TEACHER ASSOCIATION (PTA)**

The PTA consists of a group of parents and QPS teacher representatives who volunteer their time to add value to your child's education and school experience. The aim of the PTA is to help build a strong school community, to bring home and school into closer partnership and to raise funds that are spent on essential resources that directly benefit the students and the school.

Joining our PTA is a great way for you to stay informed and connected with school as well as an opportunity to mix with other parents. If you are interested in finding out more about joining the PTA, please email the school at [admin@queenstown.school.nz](mailto:admin@queenstown.school.nz) or contact the school office.

## **OUR LEARNING**

### **ESSENTIAL LEARNING AREAS**

The New Zealand Curriculum specifies 8 learning areas: English, The Arts, Health and Physical Education, Learning Languages, Mathematics and Statistics, Science, Social Sciences and Technology. All learning makes use of the natural connections that exist between learning areas and the link of learning areas to the values and competencies.

Inquiry learning is a vital aspect of our curriculum. We allow students to create new knowledge as they make sense of the world around them. We also encourage students to take positive action as a result of their learning and reflect upon their own strengths and weaknesses as they progress. Using the Multiple Intelligence approach to learning ensures that the diverse learning needs of our students are catered for, allowing them to learn in a variety of ways.

All students are encouraged to develop self-regulated learning skills such as goal setting, self-assessment and reflecting purposely on their learning. We encourage students to take increasing control of their own learning environment as they learn how to learn in order to better understand themselves as learners and to achieve. Student voice is a key ingredient at QPS. Apart from the opportunity to be a Councillor, House Captain, a PAL, an International Ambassador or a part of the Kids Curriculum Group, the students have a voice and choice in learning programmes.

#### **The key Competencies are:**

Managing Self  
Relating to Others  
Participating and Contributing  
Using Language, Symbols and Texts  
Thinking

### **SCIENCE AND TECHNOLOGY**

Specialist Science and Technology lessons are provided to Year 7 and 8 students.

### **PHYSICAL EDUCATION**

Your child will have some form of P.E. activity daily. Additionally each classroom has a 45 minute skill based lesson that is delivered by our specialist P.E. teacher.

## **OUTDOOR EDUCATION/SCHOOL CAMPS**

This is part of the school programme and takes place at various times throughout the school year.

- ◆ All students receive a block of swimming lessons annually. This takes place either in Term 1 or Term 4.
- ◆ During winter, students in Year 3-6 participate in a ski programme and Year 0-2 students participate in a 6 lesson ice-skating programme.
- ◆ Throughout the year, Year 7 and 8 students participate in an 'electives' programme. During Term 3, this incorporates skiing and snowboarding.
- ◆ The Outdoor Education Programme has all students involved with various outdoor activities. This includes activities such as biking, hiking and camping with the aim of encouraging children to safely try new experiences in the outdoors.
- ◆ Additionally, our Year 6 students spend a week at Stewart Island and our Year 8 students experience a cultural week in a city environment.

## **SCHOOL LIBRARY**

We have a well resourced library and the school encourages students to make full use of this. You are welcome to visit with your child before school or at lunchtime to select books for reading at home.

Students will visit the school library regularly during class time to enjoy books and stories, to establish library routines and to select books for classroom use.

They may borrow two books at a time for sharing and enjoying at home. We ask for your co-operation in seeing that the books are read and returned to school on class library day every week. There will be a charge for any lost books.

## **LEARNING SUPPORT**

Various programmes are available to support learning. These include Dyslexia, Reading Recovery, ELL (English Language Learners) and a Gifted and Talented Programme (Discovery). Help for children with special needs is provided by Teacher Aides where funding is available.

## **REPORTING**

This happens in a variety of ways - parent/teacher interviews, student-led 3 way conferences (parent/caregiver, student, teacher) and written reports. These will take place at varying times, depending on the year level of your child. The written reports are specific to how well your child is progressing and achieving in relation to the National Standards set by Ministry of Education.

## **HOMEWORK**

All students will have a regular homework programme. Tasks will vary depending on the year level of your child.

## **SCHOOL HOURS**

School is open Monday to Friday, 8.55am – 3pm. Students are able to enter the school grounds from 8.30am and are expected to be ready to start their school day by 8.50am. All students must be collected by 3.30pm.

<b>School Starts</b>	8.55am
Teaching and Learning	8.55am – 10.40am
Morning Break	10.40am – 11.00am
Teaching and Learning	11.00am – 12.30pm
Lunch	12.30pm - 1.25pm
Teaching and Learning	1.25pm - 3.00pm

New entrant students spend the full day at school from the time they start.

## TERM DATES – 2016

Term 1	Wednesday 3 February – Friday 15 April
Term 2	Monday 2 May - Friday 8 July
Term 3	Monday 25 July - Friday 23 September
Term 4	Monday 10 October – Thursday 15 December (half day)

## GETTING TO AND FROM SCHOOL

### CAR PARKING

Parking areas at school are limited therefore it can become very congested at drop off and pick up times. It is important to allow plenty of time when dropping off or collecting children. Please use the median strip and pedestrian crossing at all times.

In the mornings and afternoons when the volume of traffic is high, we have a kerbside **'PICK UP DROP OFF (PUDO)' area** at the front of the school (left hand side of the pull in area). This is a 'no parking' area, allowing vehicles to move through the PUDO area to drop off and pick up children at the kerbside. **Please do not leave your vehicle unattended in the PUDO area.**

- ◆ The school car parks (next to the playing courts and also the top car park) are **not available for parking at drop off or pick up times**. Please use the car parks across from the PUDO area or the surrounding streets.
- ◆ Do not double park or park on yellow lines or bus stops outside the school as this can cause a major safety problem.
- ◆ The no exit road between the fire station and the school is a no parking area.
- ◆ Do not park in the designated Fire Station car parks as these are for emergencies.
- ◆ If you are at school for a period of time (such as parent help), a parking pass is available from the school office for display in your vehicle.
- ◆ To help ease the parking pressure for some large school events, (e.g. Outdoor Education Week) the lower field may be open for parking.

### SCHOOL BUSES

If your child is going to be travelling to and from school on a school bus, the school office will need to be advised. Your child/children will be placed on the appropriate roll and this is checked each day by the bus monitor before students leave school. Your child will be buddied with another child, but first they need to be capable of getting on the right bus and off at the right stop. As new entrant children often do not travel on the bus straight away, the office and classroom teacher need to be told when you wish your child to be a bus passenger. It is expected that you will meet your child off the bus at the end of the day.

If your child is registered to use the school bus, it is important to phone the school office if your child is not catching the bus home on any one given day. It is not possible to change bus routes temporarily, e.g. for sports events or birthday parties. Please see the parent information section of the school website for more details.

### CYCLE HELMETS

It is compulsory by law for all children to wear an approved cycle helmet when cycling to and from school. Law states that children must be 10 years and older to be able to ride their bike on the road without being accompanied by an adult.



## SNOW DAYS

One of the realities of living in an alpine environment is the possibility of school being closed because of bad weather. It is more likely that the bad weather will occur overnight and a decision regarding school being open for instruction will be made in the morning. If you think there is a possibility that school may be disrupted, please listen to our local radio stations for advice. If there is any change to the school day, you will receive a text through our 'school links' text system (please ensure the office has your updated cell phone details on file). When possible, we will also place a notice on our school website.

Should snow occur during the school day, school will remain open. Please do not attempt to phone school as our lines will be over-loaded, but do listen to the local radio stations or view our website for instructions. Buses will not run early. Contingency plans are in place to accommodate children at school, if this is deemed necessary. It is better for you to stay at home and to only travel on the roads if you have chains fitted and are experienced in driving in these conditions.

## GENERAL INFORMATION

### SCHOOL UNIFORM

The **compulsory** school uniform is 'mix and match', allowing you to choose items that best suit your child's needs. There is a uniform 'try on' shop in the Multi Purpose Room in the School Hall, 8.30-9am every Tuesday and Thursday. Second hand uniforms are also available for purchase at that time. All orders for new uniforms can be placed at the 'try on' shop or can be completed anytime online. Please allow 10 days for delivery. <https://qpsuniform.bigimpact.co.nz/> (An accurate measuring guide is available online)

### LUNCHES

School lunch options are available for purchase on Mondays and Fridays. More information is available through the school office. Students should bring water for drinking throughout the school day.

### ASSEMBLIES

A whole school assembly is held in our school hall every 2 weeks at 2.20pm. These alternate weekly with team assemblies (see your classroom teacher for day/time of all assemblies). We encourage you to come to assemblies to celebrate your child's learning.

### CYBERSAFETY

Queenstown Primary School recognises that it is essential to ensure the safe use of ICT within the school community. We have rigorous cyber safety practices in place, which include cyber safety use agreements for all school staff and expectations for students to follow.

### MOBILE PHONES

Students are able to bring cellphones to school however these must be turned off from 8.55am – 3pm. They are **not to be used** during morning break and lunch time. Should your child need to contact you urgently, there is a phone available for use in the school office.

### B.Y.O.D. (Bring Your Own Device)

Students in Years 5-8 are allowed to bring a device to school to support their learning. There are strict guidelines to follow and a B.Y.O.D. agreement for parents/caregivers and students to sign. See your child's classroom teacher for details.

### EMERGENCY PROCEDURES

To ensure the safety of all staff, students and visitors, should an emergency occur, efficient drills are practised for the whole school at least once per term.

## **COMMUNITY ORAL HEALTH SERVICE (phone 0800 570300)**

Children and pre-schoolers who are enrolled with the Community Oral Health Service (if you are not already enrolled, a form is in the QPS Enrolment Pack) are eligible for free dental checks. Previously a clinic was located at Queenstown Primary School, however the clinic is now located at 20 Douglas Street, Frankton.

# SCHOOL ADMINISTRATION

## **ENROLMENT**

This must be done **before** the first day of school. Please refer to our enrolment form for information that we need to obtain for legal requirements. Enrolment packs are available from the school office or you can download an enrolment form from our website. As part of this process, we encourage families to make an appointment to find out more about our school.

## **ABSENCES**

It is important to inform the school office should your child be absent from school. If this is a planned absence, a form will need to be completed. This is available at the school office or can be downloaded from the school website. For unplanned absences, please phone (442 9120) or email (absences@queenstown.school.nz) the school office prior to 9am.

## **MESSAGES**

If you wish to leave a message for your child, please phone the school office before 2.30pm Monday-Thursday and before 2pm on Fridays. Please only do this in emergencies.

## **CHANGE OF DETAILS**

For your child's safety, it is important that the school office has your current personal information. Please inform us of any change of details since enrolment – address, bus, medical, work and home phone numbers etc.

## **MEDICATION AT SCHOOL**

There are times when you may need to request staff to administer medication to your child while they are at school. If this is necessary, you will be asked to complete an authorisation form. All medications given to any student is recorded in the school's medication register.

## **STUDENT ACCIDENTS & SICKNESS**

If your child has an accident or becomes unwell at school, we will contact you. If staff are unable to locate you, it may be necessary to inform the emergency person nominated by you on the enrolment form and ask for their assistance.

## **LEAVING SCHOOL GROUNDS THROUGHOUT THE SCHOOL DAY**

Children who need to leave the grounds during the school day must be collected by a parent or caregiver and signed both out and in at the school office.

## **LOST PROPERTY**

We have a lost property box outside the caretakers area. Unclaimed items are transferred weekly to the basement storage - if you wish to check the basement store for your child's items, please talk to the office staff. On the last day of each term, lost property is displayed for collection. Following that, any unclaimed items are given to the Salvation Army.

# COMMUNICATION

All parents are welcome to talk to their child's teacher at any time throughout the year, however we do ask that you phone the school office to make an appointment. You are also welcome to email the teacher through [admin@queenstown.school.nz](mailto:admin@queenstown.school.nz). Please do not hesitate to contact them if you have any concerns or feedback.

### **School provides the following methods of communication:**

**School Website** - The [news centre](#) and noticeboard is updated regularly with valuable day to day information. Notices and newsletters are also accessible.

**School Links Text Messaging System** – We operate a text messaging system to enable us to communicate directly with caregivers and parents for any urgent communication.

**Weekly Newsletter** - A newsletter is produced every Friday and is emailed to all families. It is also accessible through the school website. This newsletter informs parents of school activities, meetings and other functions.

**Term Newsletter** - At the beginning of each term, a class/team newsletter is sent home outlining activities, topics and general information.

**Facebook** – The Facebook page keeps families and the wider community up to date with happenings at QPS.

**Noticeboard** – Lost, found, community and buy/sell second hand uniform advertisements can be left at the office for display on the school noticeboard (which is located outside the entrance to the school hall).

**School App** - We have been working hard on improving our school/home communication. We are proud to launch our school app which will give you relevant information through the app via a notification. It also gives you the ability to report your child as absent. Notifying the office via the app, by email or leaving a message is vitally important as we must ensure that all children are safely accounted to each day.