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CLOVERLEA SCHOOL

*Our Vision:
A nurturing environment where children
strive to succeed*

Cloverlea School

Cloverlea School caters for children from New Entrants through to Year 6. It is bounded by Tremaine Avenue, Rangitikei Line, and farmland which together form an easily definable school district. The school borders onto Cloverlea Park. The school opened in 1975 making it relatively modern in design. There are twelve classrooms, an administration area that includes a teacher work area and library, a hall, a heated swimming pool and a range of play areas.

Our School Goals

- 1. To provide a positive, secure and nurturing environment built around respect.*
- 2. To provide quality education based on the needs of the children.*
- 3. To develop in children the necessary skills to become independent learners.*
- 4. To provide and maintain a well resourced environment.*
- 5. To maintain an effective partnership between school and community.*

Cloverlea stands for:

Caring Community

Commitment

Confidence

Courtesy

Co-operation

Consideration

A Community School

Cloverlea School's success is due to the contributions and involvement of staff, parents and the wider community. We aim to foster a family focused environment and encourage everyone to be involved in whatever capacity. **Cloverlea is your School.** Parents, the Parent Teacher Association, the School Staff, the Board of Trustees and the wider school community; form a very special partnership that benefits the children.

Cloverlea is a Family School where caring for each other occurs in a positive environment that promotes Consideration, Cooperation, Courtesy and Confidence (The 4 C's). Our major aim is to provide a quality education with an emphasis on Literacy, Mathematics (especially numeracy), Physical Activity and the key competencies. Classroom programmes are designed to meet the individual learner's needs.

The school has a quality staff committed to providing a first class education for your child.

Cloverlea School offers:

- a positive caring atmosphere in a friendly supportive environment
- an exciting playground and community hall set in spacious grounds.
- modern learning environments which are stimulating and interesting
- a computerised library
- interaction between pupils at all levels of the school.
- an enthusiastic and highly professional staff who:
 - support each other and share responsibilities
 - are a friendly approachable team
 - value interactions with parents
 - keep up to date through ongoing professional development
- interesting and innovative programmes that are based on the needs and interests of the children
- specialised programmes that support children with special needs and abilities
- systems of assessment and record keeping which allow teachers to plan programmes and report on progress
- open communication and positive relationships between staff, parents and the BOT through regular meetings, newsletters, assemblies and involvement in classroom programmes.
- a positive behaviour management programme, which encourages children to take responsibility for their actions and make right choices.

CURRICULUM DELIVERY

At Cloverlea School the children enjoy a variety of teaching and learning programmes, which are based on the New Zealand Curriculum Framework including the key competencies. We place an emphasis on learning in literacy (oral language, reading and writing), and the numeracy component (the ability to understand and work with number) of the mathematics curriculum. All areas of the National Curriculum are covered over each two year period.

National Curriculum:

- English (Literacy)- Reading, Written Language, Oral Language, Visual language
- Mathematics
- Science
- Technology
- Social Studies
- Health and Physical education
- The Arts- Visual Art, Dance, Drama, Music

Te Reo Me Tikanga Maori - Maori Language, Attitudes and Values

At Cloverlea School we value the multi cultural heritage that makes us New Zealanders. In nurturing and developing our Maori Culture, our children listen to and speak basic Maori Language. Children encounter Maori values and attitudes as part of their heritage so that greater understanding of our cultures and each other can be enhanced.

GENERAL ADMINISTRATION AND GUIDELINES

ASSEMBLIES

School assemblies are held on designated Friday afternoons. Generally a class has a turn at organising this assembly and it provides an opportunity for the children to share class and individual achievements. An administrative assembly is held each Tuesday morning and each team holds a sharing time once every week to give information, sing together and provide opportunities to share work and activities with each other. Parents are notified through the newsletter when class assemblies are to be held and are invited to attend to share the children's performances and achievements.

BOOK CLUB

Approximately twice a term children, are able to order books through the Scholastic Book Club scheme. Details for placing orders are sent out as they become available.

CAR PARK USE

The school car park is for the use of staff cars, visitors to the school and commercial vehicles only. **Please note it should not be used for dropping off or collecting students from school.**

CHILDREN'S ABSENCE AND LATENESS

As school commences at 8.55 am daily it is important that children arrive before this time so they are ready to start class when the bell rings. Rolls are marked at 9.00 am every morning and again first thing in the afternoon so absences can be noted. If your child, for whatever reason, will be late or is not attending school that day, please phone, text or email the school before 8.55 am so their class teacher can be informed. If a child is taken from school at any time during the day the class teacher and office manager must be informed. (The child must be signed out at the office) This is most important to alleviate any concerns about the child's whereabouts.

Email: office@cloverlea.school.nz

Text: 027 353 0233

Phone: 357 3955

If a child is reported absent without any notification by the class teacher, the Office Manager will attempt to contact the parent as soon as possible to check. This takes time and "ties up" the telephone so your notification before 8.55 a.m. is appreciated.

As happens in most cases, younger children should always be accompanied by older brothers, sisters or friends to and from school.

The safety of the children is paramount.

CIVIL EMERGENCY ORGANISATION

The school has planned procedures to be put into action in case of a civil emergency such as a serious earthquake, fire or flooding.

We will keep all children at school under supervision until they are collected by parents or another adult specifically nominated by the parent. Parents can nominate that person in advance and it will be recorded. When children are released or collected from the school it must be registered so the whereabouts of the children is known at all times.

The Staff will be cooperating with the Civil Defence Organisation.

CLOTHING/JEWELLERY/HAIR/MAKE UP

Cloverlea School has a compulsory school uniform. This is purchased from the school office. Black footwear is to be worn.

All clothing should be clearly named to ease the return to the rightful owner.

No jewellery is to be worn as it can at times be a danger in the playground and if it is lost can cause anxiety. Studs are to be used in pierced ears.

Hair is to be an acceptable style and of natural colour. It is not necessary for children to experiment with hair colour and style while attending Cloverlea School.

Parents are requested to monitor that children do not wear make up to school.

COMPUTERS

Computers are used as learning tools in each classroom. Each classroom is able to connect to the school network and has access to various Information Technologies. The use of computers will vary depending on the classroom programme and the level of the child.

Nb. All users of computers must have a signed User Agreement, which is completed on enrolment at the school.

DAMAGE TO PROPERTY

Pupils who break or damage school or other people's property through deliberate misuse will be held responsible for repair or replacement and will be charged accordingly.

DENTAL CLINIC

The dental therapist is on site at certain times during the year. For urgent appointments please ring the Dental therapist, phone 350 8619 or contact the office. Children can enrol with the dental therapist from the age of two years.

ENROLMENT OF STUDENTS

Most parents choose to enrol their child when they turn five but legally they do not have to be enrolled until they turn six. The admission procedure requires the photocopying of the child's Certificate of Birth, a copy of the relevant Immunisation Certificate that is in the Plunket book plus the completion of an Enrolment form, which will be supplied by the school.

Currently the school does not have an enrolment zone.

EXTENSION PROGRAMMES

During the year various programmes are run to extend identified children in a range of curriculum areas. Children with special abilities are identified by classroom teachers and a programme is developed to cater for their abilities.

FIRST AID AT SCHOOL

In the event of accidents or illness at school, essential first aid is carried out and when necessary parents contacted. For this reason it is most important that our records of home and business telephone numbers and emergency contact numbers be kept accurate and up-to-date. Please advise the office of any changes as soon as they occur.

If your child needs any special medication in an emergency e.g. bee stings, asthma, please ensure that the school knows and that we have the medication and appropriate instructions at school.

If your child needs medication on a regular basis a consent form must be completed and signed.

FUND RAISING

During the year a number of specific fund raising ventures are run by the Parent Teacher Association (P.T.A.). Your support of these is encouraged.

GRIEVANCES

If the situation arises where you are unhappy with any aspect of your child's education we would appreciate it if you could follow the procedures listed here.

1. Discuss the situation promptly with the child's teacher.
2. If the situation is not resolved then the matter should be discussed with the Senior Teacher of the team the child is in and if it is still not resolved then the Principal.
3. In the unusual circumstance where the matter is still not resolved then a written letter should be forwarded to the Chairperson of the B.O.T outlining the problem. The matter will then be followed up in consultation with you, the Principal and staff member concerned.

HOMEWORK POLICY

After a day at school, children need time to relax at home so homework of a formal nature will be kept to a minimum. Any set work will be based on work currently being done at school. It is our hope that children's interest in the work done at school will carry over to home and that many will build on and extend their studies.

Guidelines:

- Homework should be positive for all involved
- At Year 6 level homework should not exceed around 30 minutes, three to four times a week.
- Younger children should read their home readers nightly with more fluent readers reading for up to 15 minutes a night
- When appropriate children should revise tables and spelling words at least twice a week
- Other tasks include sourcing and researching information from a range of media for current events, topic studies and general knowledge, completing unfinished work and becoming involved in a sport

INTERMEDIATE SCHOOLS

Around Term 3 each year, local Intermediate Schools canvas Year 6 children and parents about enrolment at their schools. Opportunities are given for children and parents to visit these schools and at times a representative from the schools may visit and talk to our children.

LAMINATOR

The school laminator is available for use by the public. Present cost is \$1 for A4 size and \$2 for A3 size.

LIBRARY LEARNING CENTRE

Most classes have two periods of class time each week in the Learning Centre with their class teacher. They are free to use the library during lunchtimes on most days and senior pupils often use the library for individual work and research during school hours.

The school library is run by staff members but we welcome extra parental assistance during the year with a variety of tasks. Please contact the Library Manager if you can assist.

LOST PROPERTY

Lost property is kept in the cupboard in the Administration block. Please have all clothing clearly named so misplaced items can be returned to owners promptly.

LUNCH TIME

For the first 20 minutes of lunchtime the children eat their lunches in a defined area. We encourage all children to eat their lunch and check to see that they don't miss this important meal. It is important that parents provide children with enough food to get them through the day.

LUNCH SCHEME

Currently the school does not have a lunch scheme. During each term the PTA runs a sausage sizzle, or other identified food item, as fund-raising. Order forms for these are sent home. The money and completed order form are to be brought to the office.

MANAWATU PRIMARY SCHOOL EVENTS

During the year we are involved in a number of inter school activities involving other local schools.

MASSEY COLLEGE OF EDUCATION

The school has a regular association with Massey University College of Education. During the year teacher trainees will be placed in various classrooms at the school.

NEWSLETTERS

Newsletters aimed at keeping parents fully informed of school events and other matters of interest are published each Friday. Local notices are also published in the newsletter if space is available. They need to be into the office by Thursday morning to be included. Notices from individual classes, teams, or for urgent matters, are sent home as needed.

Please check children's bags regularly for notices and newsletters. Ask at the office if your child has missed receiving any notice or newsletter. The newsletter is published on our school website.

PARENT INVOLVEMENT

Parents are welcome, and encouraged, to become involved in many aspects of school life. These range from helping in classrooms, with class trips and camps, lunch orders, and in school programmes. You will be notified from time to time of ways in which you could become involved.

PARENT TEACHER ASSOCIATION (PTA)

The school has an active **Parent Teacher Association**, which serves as a link between parents and the school.

The three areas in which the P.T.A. provides the most support are:-

- Fund raising ventures - to provide better facilities and resources for the children.
- Encouraging and supporting social events - for students, parents and staff.
- Organising and helping with events at school - e.g. lunches, sausage sizzles, sporting activities, etc.
- All parents are encouraged and welcome to attend all meetings as advised in the School Newsletters.

PHOTOCOPIER

The school has two colour photocopiers which are available for use by the public. The cost for using the photocopier is available on enquiry. Please remember that before school is not a good time to get work done as school staff heavily uses both copiers at this time.

PHOTOGRAPHS

Each year class, individual and family group photographs are taken by a professional photographer. Parents are notified in advance as photos are pre-ordered.

READING ASSISTANCE

We operate the Reading Recovery Programme that can assist up to three learners at any one time. Children are considered for the programme when they turn six. We also have access to a Resource Teacher of Literacy.

RELIGIOUS INSTRUCTION

Religious Instruction is provided by voluntary instructors in accordance with the Education Act. It is held from 9.00 - 9.30 a.m. every Wednesday, usually commencing the first week in March and finishing at the end of November. Over recent years we have been able to cover classes from Year 3 up.

Parents who do not wish their child/children to share in the instruction must notify the principal in writing that they are to be withdrawn. Children should be kept at home until school opens for instruction at 9:30 a.m.

A small donation, notified in the Newsletter, is asked of parents to help offset the cost of materials distributed to the children.

REPORTING TO PARENTS

Parents are welcome to contact the classroom teacher or the Principal to arrange an appointment to discuss aspects of school life relating to your child/children.

General Reporting takes the following forms:

- 1 Parents are encouraged to meet with teachers early in the first term. This allows parents and teachers to have an early exchange of information.

2 Parent / Teacher Conferences late Term 1 and early Term 3 will be held this year.

3 An end of year written report will be sent home at the end of the year

All information relating to children is confidential to parents and teachers. End of year reports and profile folders are sent home at the end of the year.

SCHOOL HOURS

Children should not arrive at school before 8.30 am. There is no supervision provided for children until this time and they will not be allowed beyond the front and rear entrances of the school until the bell rings at 8.30 am

School commences	8.55 a.m.
Morning break	11.00 – 11.20 am.
Lunch time	12.50 - 1.40 pm.
School finishes	3.00 pm

SCHOOL DONATION/ACTIVITY FEE

The **School Donation** is set by the Board of Trustees and helps supplement the running costs of the school, provide for special projects, classroom aids, equipment, library and classroom books which all help to provide the highest standard of education possible at Cloverlea. Parents are notified of the amount of the donation at the beginning of each year. There is no compulsion to pay the donation but the Board does appreciate your monetary help.

The school also charges an annual **Activity Fee**. This covers all trips (except class camps or major day trips) that children take part in, guest performers (we have approximately one a term) and other extra curricular activities the children may be involved in. The amount for each year is dependent on the activities that are planned. Parents will be informed of the amount at the beginning of the year. It is expected this will be paid as early as possible or that special arrangements are made with the Office Manager or Principal for it to be paid off over time. Activity fees not paid by the beginning of Term 2 (or arrangements made to pay) will mean that children will miss participating in extra-curricular activities.

SCHOOL RULES

In the interests of children's well being and safety, and our environment, we ask for parent's cooperation with our few rules.

- We do not hurt others, either physically or verbally.
- We respect people and property.
- Chewing gum or sweets are not allowed at school.

- Exchange cards (ie basketball, rugby, etc) and personal toys are not allowed at school.
- No drinks should come in glass containers.
- Children are not permitted to leave the school grounds without a note from their parent. If a child is going home regularly for lunch a note at the beginning of the year will be asked for.
- ***Behaving sensibly*** and being ***Kind and Caring*** overarch expected behaviour.
- We ask drivers of vehicles using Herbert Avenue to take care at all times, be aware of the pedestrian crossing, follow the directions of the children on road patrol, and observe the parking restrictions (yellow lines). Those using the Benmore Avenue entrance must take care as this is not monitored.

SCHOOL SPORTS UNIFORMS

We have a range of school sports uniforms for the many sports teams organised through the School. These are issued by the team coach just prior to the scheduled game and are collected to be washed immediately after the game. Parents are asked to purchase the appropriate shorts (if needed) for the team.

SENIOR STUDENT RESPONSIBILITIES

Senior students are encouraged to take a major role in helping at the school. They are rostered to carry out a range of tasks with the road patrol being one of the most important.

SMOKING

Government Legislation states that all schools are totally smoke free environments at all times. Therefore all buildings and grounds administered by the Cloverlea School Board of Trustees are Smoke free at all times.

SPECIALIST EDUCATION SERVICE

Help is provided on request from Group Special Education. This includes Psychologists, the Speech/Language therapist and support personnel. Children may be referred because they are having learning or social difficulties. Parents may refer their children themselves or through the school. In all cases of referral there is a close liaison between parents and the school. No referral is made by the school without parent permission.

Other assistance can be gained through the Resource Teachers of Learning and Behaviour.

STATIONERY

At the beginning of the year packs that include most of the stationery the children will need are sold from the school office. It is expected that children will have all stationery requirements as soon as possible. Throughout the year some stationery is available at school, but generally after the beginning of the year it is expected new stationery will be purchased in town. We will supply “starter stationery packs” for new entrants when they first enrol and an account will be provided.

STUDENT BEHAVIOUR MANAGEMENT

The school implements an approved Student Behaviour Management system. Our intention is to provide an environment in which children are safe and secure and one that encourages children to accept responsibility for their own actions within a clearly defined set of guidelines. We emphasise and encourage positive behaviour of students and reward this as often as possible.

The Behaviour Management Programme relies on a shared responsibility between staff, student, parents and support services. A copy of the Behaviour Management Programme will be given to parents when a child is enrolled. We have a Behavior Management Committee which meets regularly to oversee and review the system. The reality is that the best system relies on both the school and the home trying to reach common goals and being consistent when dealing with inappropriate student behaviour.

TRIPS, VISITS, EOTC

Cloverlea School policy encourages visits to a wide variety of interesting places. Parents are always advised by note from the class teacher or school detailing the trip and associated information. The cost of any visit (entry fee etc.) is generally covered by the school activity fee paid at the beginning of the year but for more expensive trips and activities parents are expected to cover the cost. In the interest of children's safety the Board of Trustees has a policy and financial commitment for children to travel by bus (large or mini), or taxi, to activities outside the school.

Senior children may also be involved in overnight visits.