

DUNSANDEL SCHOOL 2024 INFORMATION BOOKLET



PARTICIPATE RESPECT INITIATIVE DETERMINATION EMPATHY



For our school
Participate means
JOIN IN.



For our school
Respect means
**TREAT OTHERS
LIKE YOU WOULD
LIKE TO BE
TREATED**



For our school
Initiative means
**THINK FOR
YOURSELF**



For our school
Determination means
**TRY HARD
AND DON'T
GIVE UP**



For our school
Empathy means
**THINK OF
OTHERS.**



For our school
Pride means
**BE PROUD OF
OUR SCHOOL**



For our school
Pride means
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From our Principal



Welcome to Dunsandel School for the 2024 school year.

On behalf of my staff, I warmly welcome you to a new school year at Dunsandel School.

**Our school vision is 'PRIDE in Ourselves,
Our learning and Our Community'.
For our school PRIDE stands for Participate, Respect,
Initiative, Determination and Empathy.**

This booklet is to provide you with information about our school including our bus service information (Page 25) and Cyber Safety Student Use Agreement (Page 24). A weekly School newsletter is sent home each Monday with the eldest child from your family – this is where all information regarding school events and school news will be found. Copies will also be on our website and school app. If there is anything you are unclear about, please see your child's teacher or myself for clarification.

We are a contributing primary school for children in Years 1-6. My staff at Dunsandel School work extremely hard to provide high quality teaching and learning programmes for our children. The staff are supported in this task by our Board, Parent Teacher Association, school community and wider local community. We are also part of the Ngā Mātāpuna o te Waihora Kāhui Ako with Ellesmere College, Leeston Consolidated School, Southbridge School and the six ECEs in the area.

We all take a great deal of pride in our school. We believe that your child will enjoy Dunsandel School and we are delighted to welcome our new families into our school. We are proud of what we have achieved at Dunsandel School and especially proud of our children and their achievements. My staff and I are looking forward to a successful 2024 school year with you and your children.

Ngā mihi,

A handwritten signature in black ink that reads 'D Robinson'.

Dave Robinson,
Dunsandel School Principal.
29.1.2024



Our Strategic Plan 2024-2025



DUNSANDEL SCHOOL 2024-2025

Vision

PRIDE in Ourselves, Our Learning and Our Community.

Values

Strategic Goals

Strategic Initiatives

Success

Participate

Respect

HELP Priorities #1

- Assess and review our Wellbeing Education at Dunsandel School programmes and processes.
- Engage with and consider any wellbeing initiatives as a school and through Ngā Mātāpuna o te Waihora Kāhui Ako work by the end of 2025.
- Develop a culture of Houora and Wellbeing across our staff.

Initiative

HELP Priorities #1, 4, 5 and 6

- To build the capacity of staff through dedicated professional learning and development opportunities.
- Review, revise and continue to develop the Dunsandel School Curriculum by the end of 2025 including addressing the Curriculum Refresh.
- Develop ways in which we give positive affect to Te Taui o Waitangi by the end of 2024.
- Digital tools are used in a purposeful way to improve engagement and innovation.

Determination

HELP Priorities #2 and 7

- Continue with effective engagement in our partnership with Ngā Mātāpuna o te Waihora Kāhui Ako.
- Opportunities are made to connect with our wider school community.

Excellence

Participate

HELP Priorities #1

- For our school Participate across: **JOIN IN.**

Respect

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Initiative

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HELP Priorities #2 and 7

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Our PRIDE Values



PRIDE



**PRIDE IN OURSELVES,
OUR LEARNING AND
OUR COMMUNITY.**

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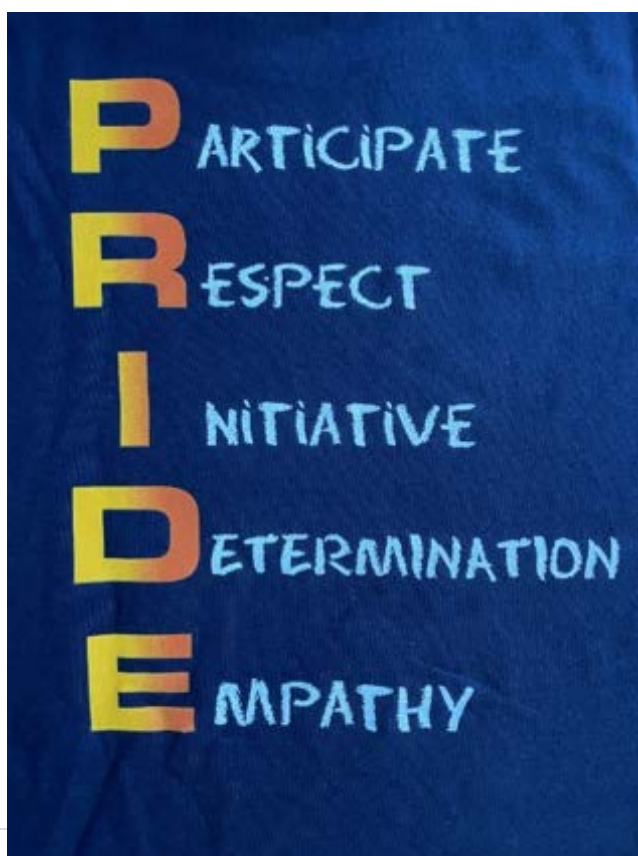
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PARTICIPATE
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INITIATIVE
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EMPATHY

Our Staff



Principal	Mr Dave Robinson	dave@dunsandel.school.nz
Deputy Principal	Miss Tracey Harrold	tracey@dunsandel.school.nz
<u>Classes:</u>		
Room 1	Year 0/1	Mrs Lizzie Ewing lizzie@dunsandel.school.nz
Room 2	Year 2	Mrs Anna Robinson anna@dunsandel.school.nz
Room 3	Year 3/4	Miss Lydia Wilson lydia@dunsandel.school.nz
Room 4	Year 4/5	Miss Tracey Harrold tracey@dunsandel.school.nz
Room 5	Year 5/6	Mrs Jane Righton (M,T) jane@dunsandel.school.nz Miss Kate McCloy (W, Th, F) kate@dunsandel.school.nz
<u>Teacher Aides</u>	Mrs Heather Burgess Mr Craig Happer Mrs Liz Hurst Mrs Kath Gilmour	
<u>Teacher Release</u>	Mrs Linda Sweeny (R3 1 day p/week; R4 1 day p/fortnight)	
<u>Reading Recovery</u>	Mrs Jo Blackler	
<u>Secretary</u>	Mrs Felicity Pluck	
<u>Principals PA</u>	Mrs Sonia Colenso (works remotely)	
<u>Cleaner</u>	Contract cleaners from Crest Clean	
<u>Caretaker</u>	Mr Craig Happer	
<u>Bus Drivers</u>	Travlon	



Phoning School



After the introductory message you....

Press 1 for any school information messages eg postponement of a school event, etc

Press 2 to leave an absence notice

Press 3 to leave a bus message

Press 4 to leave a message for a staff member—each teacher and support staff member has a three-digit code (listen for the code) so your message will only be collected by that individual.

Press 5 to speak to Felicity in the office

Teacher and Support Staff Codes

Effective 29 January 2024

251	Lizzie Ewing
252	Anna Robinson
253	Lydia Wilson
254	Tracey Harrold
255	Jane Righton
256	Kate McCloy
257	Jo Blackler
258	Linda Sweeny



Go to the App Store on your Apple or Android device and search **SchoolAppsNZ** to download the App. Then find and select Dunsandel School from the App.

School Apps^{NZ} schoolapps.co.nz

The image shows a white smartphone with a blue screen displaying the School Apps NZ app interface. The screen features the Dunsandel School logo at the top, followed by the text 'PRIDE' in large letters, with 'P' for 'PROFESSOR', 'R' for 'RESEARCH', 'I' for 'INTEGRITY', 'D' for 'DIVERSITY', and 'E' for 'EXCELLENCE'. Below this are icons for 'Messages', 'Calendar', 'Attendance', and 'News'. At the bottom of the screen are icons for 'Home', 'Messages', 'Calendar', 'Attendance', and 'News'. The background of the phone is black.

School Hours



9:00am	Classes begin
10:00am	Morning Interval
10:20am	Classes re-commence
11:20am	Snack Break
11:25am	Classes re-commence
12:40pm	Lunch—children are required to sit down and eat their lunch (till 12:55pm) and then will be released by the duty teacher before play
1:30pm	Classes recommence
3:00pm	Home Bell

We discourage children from arriving at school before 8.30am. If they do arrive before 8.30am they are required to wait quietly on the veranda in front of old Rooms One and Two.

Office Hours

Our School Secretary is **Mrs Felicity Pluck** and her hours are as follows:-
Monday – Friday 8:40am-3:00pm

Absences

It is expected that parents will make every endeavour to have children at school before classes begin. Children need time to prepare their belongings first thing in the morning and this should be kept in mind.

If your child is to be absent from school please ring the school office or use the school app service before 8:55am so the school is aware of your child's whereabouts.

All Absences are marked electronically at the start of the day – if your child arrives late to school they must go through the office and let Mrs Pluck know they have arrived.

For safety reasons, you will be contacted by the school if we are unsure of the whereabouts of your child.



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Enrolment



Children may be enrolled on their fifth birthday, and must be enrolled by their sixth birthday. At enrolment a birth certificate and an immunisation certificate are required.

A Health Record is filled in by the parent as well as a school emergency contact number. Prior to commencing school, children may spend two half days and a full day in the New Entrant classroom for a pre-school visit (these must be pre-arranged with the classroom teacher) to give them an idea of what to expect when they come to school as a five year old. These visits are usually within the 2 weeks preceding their birthday. At this time, you will be given an 'Information Pack' to give you an idea of some of the expectations for your child when he/she begins school.

Please note children are not permitted on the school bus until they have turned five.

Dunsandel School is governed by an enrolment scheme – this was adopted in 2010. A copy of the enrolment scheme map and description can be found in the school foyer and on the school website www.dunsandel.school.nz (Parent Information section).

Safety Vests



All children are issued with a school safety vest when they begin school. This is expected to be worn when your child is travelling to and from school whether it be by bus, car, bike, walking etc. Also, they are to be worn on school trips. **These can be washed at home.**

Please ensure your child looks after their vests as they cost \$20 to replace.



KEEPING IN TOUCH

The weekly school newsletter is distributed every Monday of the school term unless there is a public holiday eg King's Birthday. This is the primary way that we communicate to you regarding school events and news. You can also have the newsletter emailed to you if you wish – please email Felicity if this is the case (felicity@dunsandel.school.nz). Newsletters can be accessed from our School Website under the School Newsletter banner.

Each class teacher will have a weekly class newsletter – this will be either emailed to you or sent home in your child's homework book each Monday.

We have a school website (www.dunsandel.school.nz) which has school information including copies of the school newsletter, Board and PTA news and school event information.

We also have a presence on Facebook and Instagram – our PRIDE Lion is used on Facebook and Instagram to advertise events etc.



We have our own School App. You can download this for Android and Apple devices from your App Store – Search Dunsandel

Features with this include

- Alerts – users can sign up for alerts relating to specific groups or activities. We have set up the following alerts groups – Classes (R1, R2, R3, R4 and R5), Assembly, Board, Choir, Ellesmere Zone and Canterbury Sports, Lions Basketball, Music, PTA and School Events including Sports.
- Absence – This allows parents/caregivers to email or phone in an absence from the app which Felicity can check.
- Newsletters – You will have access to the current term school newsletters

For an urgent messages eg school closure, bus breakdown we use a text service that sends texts to all parents/caregivers – please ensure your mobile phone details are up to date with the school.

School Uniform Guidelines



Adopted 16 October 2003

1. From the commencement of term one, 2004, all children will be required to wear the school uniform while at school, to and from school, on visits away from the school and when representing the school at special events, e.g. cultural and sporting.
2. All students must wear a bus vest when travelling to and from school by bus and when on a bus during school trips.
3. All children must wear school uniform in annual class photos. Individual photos may be taken in casual wear.
4. Some activities may be exempt e.g. camps. These exemptions will be at the discretion of the Principal.
5. The Principal will, as the agent of the Board of Trustees, be responsible for children conforming to an acceptable standard in the wearing of the school uniform.

The approved uniform of Dunsandel School is:

Polo shirt, shorts	Navy blue with navy/gold stripes – polo shirts with Dunsandel School logo
Sweatshirt, trackpants, lined trackpants, culottes (replaced by skorts May2024)	Navy blue – sweatshirt with school logo
Polar fleece – long-sleeved and sleeveless Polar Vest ordered on request.	Navy blue with gold collar and school logo
Shoes and socks	Navy or white socks, appropriate footwear for school activities. No jandals
Hat	Navy blue Wide brimmed hat
Optional Soft Shell Jacket	Optional

Please note:

If there is a good cause why some or all of the school uniform can not be worn, please send a note with your child to the teacher or Principal.

Permission will be sought from parents/caregivers whose children are not in regulation school uniform on photo day in order that teachers can change child/ren into school uniform.

Permission may also be sought from parents/caregivers to change children into uniform for sporting and cultural trips.

Second hand uniforms can be purchased in the foyer.

New uniforms can be ordered at the school office

All hair longer than collar length needs to be tied up.

We ask that patterns and numbers not to be shaved into the hair and mohawks be saved for the weekend.

Students who cycle to and from school must wear a cycle helmet by law.

Uniform is purchased from Mainland Uniforms – see next page

Buying School Uniform

The Board have made the decision to move Dunsandel School new uniform sales to the Mainland Uniforms online purchasing website. This means we will no longer be holding new uniform stock at school - we will hold sizes of uniform if parents want to check sizes before ordering.

Ordering Process

- 1 Go to the Mainland Uniforms website - personalised page for our school:-

<https://www.mainlanduniforms.nz/241-dunsandel-school>

This link is also on the home page of our school website

- 2 Click on the items you require - add size and quantity; Add to Cart



- 3 Once finished go to cart to checkout to enter payment and delivery details



Please Note

Skorts are replacing the Culotte option.

We are providing the option of a soft shell jacket - these are optional. These will be available soon.

There will still be the second hand rack of uniform available at school.

Orders over \$50 only have the \$5 rural delivery charge.

Mainland Uniforms also have a shop that holds our uniform if parents prefer to go to the shop (511 Wairakei Road Tel: 03 3603037)



Complaints against Staff Procedure

- The role of the Principal as professional leader and manager of the school is recognised.
- If after a direct approach to the teacher the problem is unresolved, contact with the principal is to be made.
- The Principal will abide by relevant Contract Agreements.
- All complaints against the Principal shall be referred in the first instance to the Board Presiding Member (formerly known as the Board Chair)
- If a problem remains unresolved after contact with the Principal, complainants are invited to address their complaint in writing to the Board Presiding Member so that the problem may be placed on the Board's Agenda for discussion at a Board meeting. Alternatively, an informal meeting convened by the Board may be held.
- Documentation of complaints, and action taken, is to be recorded in the event of the Board Presiding Member receiving a written complaint
- Those making complaints and those having complaints made about them will be informed in writing of the Board's investigation/action.
- All participants to the action of a complaint are to maintain confidentiality of information.
- The Principal will report to the Board on resolution and action taken on complaints. Such reports will be confidential to the Board.
- Issues related to a staff member's competence may be initiated at any time by the Principal and addressed through the Appraisal process.

USEFUL TIPS

- Approach a teacher with your concern when they are not teaching or not on after school duty eg gate duty.
- Problems should not be discussed in front of children – either at school or at home.
- We ask that staff show respect for you and ask that you show respect for them.
- The first person you should see regarding your concern is the person closest to the problem.
- There are usually two sides to a story.
- If you have concerns regarding a child, you must approach the school NOT the child. We will only know of your concern if you tell us.

.....
 The Dunsandel School Board is required to provide a safe and healthy workplace for all its employees. This is law under the Health and Safety Employment Act.

If a complaint is made by a staff member to the Board regarding their safety at school, the Board will seek professional advice and guidance from a variety of agencies including the New Zealand School Trustees Association (NZSTA) and the Ministry of Education.

OUR CHILD PROTECTION POLICY IS AVAILABLE ON REQUEST FROM THE SCHOOL OFFICE.

ALLERGIES

It is essential that the school knows of children suffering from allergies which require treatment, and that the appropriate medication (please ensure it is not out of date) is kept at school. The medical background should be entered on the enrolment form when your child begins school.

ASSEMBLIES

Our Friday School Assembly is an important link in establishing the culture and expectations of our school. These are advertised on our School App and in our School Newsletter and are held in our school hall. During these assemblies we have classes sharing (your class teacher will let you know via their weekly class newsletter when your child's class is sharing), presentation of awards/certificates, reports of school events and our teachers present PRIDE Awards. We welcome all parents/caregivers and friends of our school to our Friday Assemblies. Usual start time for our Friday Assembly is 2.20pm

BICYCLES

A number of children cycle to school. Open stands adjacent to the staffroom are provided. Four points are mentioned here for your help and co-operation:

- Care at the railway crossing. Insist on children stopping when the alarm is ringing.
- A cycle helmet must be worn at all times.
- Doubling is not permitted.
- Safety Vests must be worn

BUSES

Bus timetables will be explained to parents at enrolment. If your children are not to be picked up in the morning would you please advise someone on your bus route who is picked up earlier than your child/ren, who can then inform the bus driver. Please advise the school if your child is not travelling home on the bus.

Further bus information can be found in the School Bus Service Information 2024 which is on pages 25 of this booklet.

CHANGE OF ADDRESS, PHONE NUMBER OR EMAIL

Please notify the office of any change of personal details such as address, phone number, work place or emergency contact. It is also very important that the school knows of changes in family circumstances such as marital breakup - such events can have an enormous effect on the children involved. A quiet word to the class teacher/s or principal will suffice.

COMMUNITY NEWSLETTER

The school also produces a community newsletter that goes out to the whole Dunsandel community eight times a year. If you wish to advertise in this publication, please contact Felicity Pluck. The distribution for this newsletter is the RD2 and RD13 postal runs.

DENTAL CARE

The school dental therapist is scheduled to attend with the Dental Truck once a year. The truck comes to school for dental screening of children and any work is then scheduled at Rolleston. Should anyone be in need of their services outside these times enquiries can be made through the school office or phone 0800 846 983.



DIGITAL DEVICES

Personal digital devices and cellphones are **not** required by the children at school. The school will take no responsibility for these devices should your child decide to bring them to school.

END OF DAY PROCEDURE

Our end of day procedure (3.00pm) is as follows:-

- **Bus children to meet in the school hall in their bus teams where they will be organised by teachers and the bus monitors.**
- **Children being picked up from school, walking home or biking home are to leave through the gate at the end of the school hall. This is so all children can be sighted by a staff member.**

The expectation is that all children will leave the school grounds via the gate at the end of hall after school. On the emergency contacts form there is a section that asks you what will be the normal procedure for your children on each week day. If there is a change to this, it is important you let the school know eg when sports practices start. We are aware that circumstances change each term (eg sports practices) so we will ask you each term what the normal procedure will be for your child.

HEALTH AND SPEECH

Regular testing of hearing and sight is conducted by the Canterbury District Health Board and all 5 year olds are tested within 6 months of starting school. Children with special difficulties are referred to the appropriate personnel.

LIBRARY

Children need to ensure they have their library book bag in order to get books out from the library. All classes have the opportunity to get books during a set class session. Please remember whilst the books are in your home you have responsibility for them. We ask that you keep them safe from damage. Damaged books will be charged at replacement cost.



LOST PROPERTY

The lost property basket is situated in the foyer of the administration block. Please check here if your child has mislaid any clothing.

Please ensure all clothing is clearly named.

LUNCHTIME

Our lunchtime is 12.40pm-1.30pm. For the first quarter of an hour children sit to eat their lunch. Children will bring home their rubbish (wrapping etc).

We do ask that children don't bring juice or milk to school for their drink – a drink bottle can be filled with water from school. The duty teacher will let children go to play when they have eaten their lunch.

PARENT HELP

There are many occasions when parents are able to assist with school activities and teachers are grateful for the support they receive at these times. Opportunities arise on occasions such as sports days, trips, class visits, swimming lessons, Country Day and also in classroom activities. Individual teachers will notify you, generally through their class newsletter, of ways that you can help in the class. Not all teachers choose to involve parents in the same aspects of their classroom programme.

PHOTOCOPIER

The photocopier is available for public use – please see Felicity. Black and White copy = 20 cents and Colour Copy = \$1.50. We offer laminating at \$1.50 per A4 sheet. Binding is also available.

PURCHASING STATIONERY

Parents order start of year stationery through the Office Max portal. [Click here](#) and search for Dunsandel School.

Parents have the option of purchasing stationery requirements through the school. An account will be sent home for any books supplied and this will need to be paid at the office.

SCHOOL DONATIONS

From 2023 the Dunsandel School Board has opted into the Ministry of Education School Donations scheme – this means that families will be no longer asked to pay an annual school donation. We will not be asking for donations or fees for normal everyday school curriculum activities.

Schools are still able to ask for contributions for overnight camps and also extracurricular activities that are outside the core learning programme. In addition, parents are still expected to purchase stationery items for their children.

Our school will still be able to fundraise through existing channels and organisations, including our PTA. Our PTA are highly valued members of our school community and make regular significant contributions to a range of important experiences. Going forward we will continue to rely on our PTA contributions and I urge you to support future PTA events. In helping to support the PTA you will be helping to enrich the learning experiences of all our children.





PARTICIPATE RESPECT INITIATIVE DETERMINATION EMPATHY

<p>For our school Participate means JOIN IN.</p> <p>Participate Respect Initiative Determination Empathy</p>	<p>For our school Respect means TREAT OTHERS LIKE YOU WOULD LIKE TO BE TREATED.</p> <p>Participate Respect Initiative Determination Empathy</p>	<p>For our school Initiative means THINK FOR YOURSELF.</p> <p>Participate Respect Initiative Determination Empathy</p>	<p>For our school Determination means TRY HARD AND DON'T GIVE UP.</p> <p>Participate Respect Initiative Determination Empathy</p>	<p>For our school Empathy means THINK OF OTHERS.</p> <p>Participate Respect Initiative Determination Empathy</p>
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SICKNESS

The good health of your child is important to your child, their peers, you at home and the school staff.

We know children will often insist on attending school, but we ask you to be firm and make adult decisions that are in the best interests of your child and the other children in the class. Ask yourself the following questions when your child is sick/ill....

- *Is my child well enough to do the activities of the school day? If not, keep your child at home.*
- *Does my child have a condition that could be passed on to other children or school staff? If so, keep your child at home.*
- *Would I take a day off work if I had this condition? If so, keep your child at home.*

If your child is to be absent from school please ring the school office before 8:55am so the school is aware of your child's whereabouts.

If your child is suffering from sickness and/or diarrhoea, they must not return to school until 36 hours AFTER their last bout of sickness/diarrhoea. Thank you for your understanding with this.

SMOKE AND VAPE FREE

We are a 100% smoke free school in accordance with the Smoke free Environments Act. This means the whole school is smoke free - indoors and on the school grounds. Also staff and parents are expected to refrain from smoking and vaping while on school trips etc.



SPORTS CLOTHING

If your child is to represent the school at a sporting or cultural event they will be issued with a school track suit and/or a sports tee shirt for that particular event.

SWIMMING

During the season each class has one session daily. Our pool is heated. Swimming is part of the school curriculum and pupils must participate unless a note is brought to school to excuse them on medical grounds.

It is important for the safety of our swimming pool that if your child has had diarrhoea in the previous two weeks that they do not swim - this is to stop bugs and infections from getting into the pool.

TAKING CHILDREN FROM SCHOOL

It is sometimes necessary for parents to take children from school during school hours. Please advise the classroom teacher and Mrs Pluck in the office when the child is leaving as this will save confusion and worry as to the child's whereabouts.

TEACHERS ON DUTY

There are members of staff on duty during break times. Children from Room 2 up are allowed to go over the road to play during lunch time – at this time we have teachers on duty plus Mr Happer our Sports Support person. Children going across the road must cross with an adult.

TOYS AND VALUABLES

We have a no toys at school policy except for special news in class eg birthdays.

USE OF SCHOOL GROUNDS

Outside of school hours the community may use the tennis courts and playing field for games and activities. The school buildings and pool are out of bounds. It must be stressed that if children are using the grounds outside of school hours, it is the parents' responsibility to ensure that behaviour is exemplary. We expect our grounds to be treated with respect. The school will not be held responsible for any injury or accident that occurs through its use outside of normal school hours.

FURTHER EDUCATION

Dunsandel School is a contributing school. Year 7 & 8 (Form I & II) pupils from the district may attend Ellesmere College at Leeston. Daily bus transport is provided. Ellesmere College enrolment is governed by an enrolment zone. [Click here](#) for the Ellesmere College webpage and [click here](#) for the Ellesmere College new Students webpage.

EFTPOS

A reminder we have EFTPOS at school. Any school payments can be made using this facility. However, we don't accept credit cards or PayWave. Online banking is preferred. Our bank account details are at the bottom of the weekly school newsletter (02-0860-0049250-00; use your child's name and reason as reference)



Private Motor Vehicle Use for School related Trips

Where private motor vehicles are used for school related journeys each vehicle must have:

- A current vehicle registration.
- A current Warrant of Fitness and be legally roadworthy.
- Both of the above must be clearly displayed in the vehicle.
- A safety belt must be provided and worn by each passenger. The driver of the vehicle is responsible for ensuring all his/her passengers are wearing their safety belts correctly.
- The driver of the vehicle must hold a current, full New Zealand driver's license.



Māori Dimensions and Cultural Diversity

We continue to develop procedures and practices that recognise New Zealand's cultural diversity. Paramount to this is the unique position of Māori and the Māori culture. Learning opportunities for all are made available that embrace the Māori language and culture. Also work continues to be undertaken to develop the connection the school has with its community.

We have a **kapahaka group** that is an opt in activity for Year 3-6 students – this year our kapahaka group will be taught by Mrs Pluck and Miss McCloy. For our Year 1-2 children have a weekly session with Mrs Pluck, Mrs R and Mrs Ewing.





Dunsandel Board

The Dunsandel Board is responsible for the governance of the school. Our Board is made up of parent representatives, one staff representative and the Principal. Board members are elected every three years. Details of this will be provided via our school newsletter. The Board of Trustees has 2 meetings per term and also meet outside these meetings as projects and issues dictate.

[Click here](#) for the Board page on the School website

The Dunsandel School Board

<u>Presiding Member</u>	Mick O'Connor Alistair Sheppard Jen Davison Becs Dondertman Shelley Maiava
<u>Staff Rep.</u>	Tracey Harrold
<u>Principal</u>	Dave Robinson

As at 29.1.2024



Parent Teacher Association



All parents are members of the Association. Their aim is to foster understanding and co-operation between the home and school, and it provides an important contact area between the staff and parents. The fundraising activities undertaken by the PTA help provide funds for equipment that otherwise we wouldn't be able to purchase through our operations grant and fundraising ventures.

[Click here](#) for the PTA page on the School website

Monthly meetings are advertised in the school newsletter.

The current President of the PTA is Katharine Sheppard, Vice President is Sharne Teepa and the secretary is April Barnett. Selene Harvie is the Treasurer

All parents and caregivers are most welcome to attend PTA meetings. These are advertised in the School Newsletter.





ICT, the internet and Dunsandel School

We publish student material to celebrate students' work and achievement, to encourage students to participate in our school community, and to promote the school.

We believe it is important to celebrate students' achievements, but are aware of the potential risks when such personal information or material is published online.

In the interest of safety and security we require parents to give consent before publication. Personal information refers to information that identifies an individual. With consent, we share no more than a student's first name, image, or work on the school website, or in the wider online community.

As a school we have an obligation to protect students' privacy and safety in relation to information about them, or images of them, published by the school.

Any images etc Dunsandel School publishes should positively depict the student and school and we seek written consent each year for publishing images or work online.

Our school has a website and dedicated school Facebook page on the internet. We have had a Facebook presence for a number of years which we have mainly used for advertising our events with our PRIDE Lion. This year we would like to include photos of our events on our Facebook page eg Country Day, Assembly, Sports events etc

Parents give this consent at enrolment or at the start of each year as we know sometimes circumstances can change. Parents/Caregivers can withdraw their consent at any time.



Dunsandel School Bus Service Information 2024

Please read this information; spend time with your child to help them understand how they can keep themselves safe and how they are expected to behave on the bus.

Please read this and sign on Page 2 of the Emergency Contact Form to indicate that you have read this information and talked to your child about keeping themselves safe and the expected behaviour.

The purpose of these next few pages is to inform you of current bus practice and expectations at Dunsandel School.

The Board has responsibility for the bus service at Dunsandel School. The Bus subcommittee currently consists of Mick O'Connor, Tracey Harrold and Dave Robinson.

The bus contractors are Travlon.



Bus timetables and routes will be explained to parents at enrolment.

- If your children are not to be picked up in the morning would you please advise someone on your bus route who is picked up earlier than your child/ren, who can then inform the bus driver.
- Except in an emergency pupils must not leave the bus between their homes and the school without the prior permission of the Principal. They must have a note from their parents giving them permission to do otherwise. This note should be handed to the Deputy Principal who will advise the bus driver.

At the end of the day all children who are travelling on the bus home meet in the school hall in their bus teams—new children will find out their bus team from the principal or teacher on bus duty.

There will be a senior child (bus monitor) with responsibility for ticking off the bus team checklist—this is always checked by a staff member before the children get on the bus.

Parents and Caregivers

Please advise the school if your child is not travelling home on the bus. Phone Messages can be left on the school phone service—option 3

SAFETY VESTS

All children are issued with a school safety vest when they begin school. The safety vest is expected to be worn when your child is travelling to and from school whether it be by bus, car, bike, walking etc.



When passing a stationary bus, the law states the legal speed limit is 20 km per hour.

Student Behaviour on Buses

Students who travel to our school on a bus may continue to do so while they behave in a reasonable and safe manner. The following behaviour is expected of students using buses to help make sure the bus is a safe place for everyone.

- Passengers sit down straight away and remain in their seats for the whole journey. Children may be allocated seats on the bus.
- Passengers do not eat or drink in the bus.
- Passengers do not throw objects inside or out of the bus.
- Passengers use language that is socially acceptable when talking to the driver and /or other students and speak quietly so they do not distract the driver.
- Passengers respect the Bus operator's property at all times (eg refrain from vandalising the bus in any way).
- Passengers do not harass, bully or abuse other passengers.
- Passengers respect the property of others and do not interfere with it in anyway.
- Passengers listen to and follow the requirements and instructions of the bus driver and teacher/s on duty at all times.
- Passengers do not engage in any behaviour that could put other passengers, the driver or themselves at risk.

Students who choose to behave in an unsafe and/or unacceptable manner risk losing their place on the school bus.

Question

Can a student's place on a school bus be taken away?

Answer

Yes. Where a student's behaviour is an ongoing or serious problem the school and bus operator may decide to withdraw the privilege of a place on a school bus. This could be a temporary measure, or in more serious cases, a permanent one. In such circumstances it is up to the parent/caregiver to make their own arrangements to ensure they are meeting their legal obligation to get their child to school.

To help make a school bus trip safe, parents and caregivers who are dropping off/picking up students at the bus stop should:

- When dropping students off for the bus, get out of the car and go with them to the bus stop.
- When collecting students, get out of the car and meet them as they get off the bus, on the same side of the road that the bus has stopped and go with them to the car.

This will stop children running across the road to, or from, the bus into the path of passing traffic.

Students who are using the school bus service can do a number of things to keep themselves and other students on the bus safe:

Getting on the Bus

- Wait in the designated place—well back from the road.
- Wait until the bus has stopped before getting on.
- Put your bag (and anything else you are carrying) under your seat or on your lap.

Getting off the Bus

- Wait until the bus has stopped.
- Get off the bus carefully without pushing.
- Wait well back from the road until the bus has moved away— at least 2 power poles distance. If you need to cross find a safe place where you can see clearly up and down the road.

General

- Behave in an appropriate and safe way while on the bus—see Student Behaviour on the Buses page.

SCHOOL BUS POLICY

Our school requires a bus service, which caters as well as is possible for the conveyance of eligible children to and from school.

PURPOSE:

To provide, in the first instance, a bus service for eligible children.

To ensure that ineligible children are catered for, while adhering to the appropriate clauses in the Agreement drawn up between the BOT and the Contractor.

GUIDELINES:

This policy is to be reviewed triannually or more often should the need arise.

The BOT has elected to take up the Ministry's Direct Resourcing option through which the Board receives an annual funding allocation from the Ministry based on distances and eligible pupil numbers

The BOT will adhere to the Agreement agreed to annually by the BOT and the Contractor. This agreement is privy to these two parties.

The definition of eligible children is to be that stated by the Ministry:

Those aged under 10 years who live 3.2 kms or more from the nearest school.

Those aged over 10 years who live 4.8 kms or more from the nearest school.

Children are expected to walk or bike 1.6 kms to the nearest pick-up point on a bus route

Parents are expected to convey children from 1.6 kms up to 2.4 kms to the nearest pick-up point on a bus route.

As from April 1st each year, a schedule of daily routes and rates of payment per kilometre are to be established, as equitably as possible, by the BOT. These will be governed by the distances and payments allocated by the Ministry.

At such time as the Schedule has been agreed to by the Board and Contractor, the BOT will inform parents of the daily routes that the bus will run.

In the event of a parent wishing for a bus route to be altered, the parent must make such a request in writing to the BOT.

In deciding whether a daily route is to be altered, but not in excess of the distance funded by the Ministry, the Board must take into consideration alterations to distance and time, fairness to all eligible children, and safety factors.

If a request for an alteration to the daily route necessitates an extension in distance to that funded by the Ministry, then this extension will be funded by the parents. The rate of payment will be negotiated between the BOT and the Contractor. In making its decision as to whether or not to grant an extension, the BOT will take into account distance and time, fairness to all eligible children and safety factors.

The BOT will, in writing, answer each request made regarding a change to daily bus routes.

Responsibility for safety and discipline of school children travelling on school buses will rest with the Principal. It is his duty to ensure that the BOT and the bus operators are conversant with rules pertaining to safety and discipline of pupils.

Children who are pupils of the school deemed by the criteria outlined in (4) above to be ineligible for transport assistance, may travel on the bus providing that:

- eligible pupils are not disadvantaged as a result of such carriage
- no more than the maximum numbers of pupils permitted by the Certificate of Loading are carried
- the Contractor is paid by the parents of ineligible children, through the school, a fee of \$25 per term per family. This is to be paid to the school in advance, within the first week of each term's travel.

If the number of pupils permitted is exceeded, those to forego transport assistance first, will be the oldest ineligible township children

PRIDE



**PRIDE IN OURSELVES,
OUR LEARNING AND
OUR COMMUNITY.**

Partnership
Respect
Integrity
Determination
Excellence



DUNSANDEL SCHOOL

IRVINES ROAD, RD2, DUNSANDEL 7682

PHONE 033254079 OFFICE EMAIL ADMIN@DUNSANDEL.SCHOOL.NZ

WEBSITE WWW.DUNSANDEL.SCHOOL.NZ

DUNSANDEL SCHOOL APP – SEARCH DUNSANDEL IN YOUR APP STORE

FACEBOOK - [HTTPS://WWW.FACEBOOK.COM/DUNSANDELSCHOOL/](https://www.facebook.com/dunsandelschool/)