



Halcombe School Information Book 2012



“Today for Tomorrow”

Our Vision

*For our students to be confident,
actively involved, connected, lifelong learners!*



Halcombe School Code of Behaviour

Our teachers will:

- Reflect and reinforce the goals and values in the school Vision.
- Be friendly and welcoming to all students, families and visitors.
- Communicate what the school stands for to children, families and visitors.
- Give credit to students and families whose actions reflect the school's Values.
- Respond sensitively to children's and parents' concerns.
- Demonstrate an openness to ideas that might improve the school.
- Value teamwork and the support of colleagues.
- Make professional decisions for the good of the school.

Our students will:

- Be honest, reliable and trustworthy.
- Know right from wrong, and when to say "No".
- Be friendly, fair and courteous to everyone.
"Treat others as you would want to be treated."
- Take responsibility for their own learning and don't blame others.
- Always try to do their personal best, set goals and work hard to achieve them.
- Know that anything *done well* requires *effort*.
- Make wise choices.
- Be proud of what they have learnt to do and will be proud of their class and their school.

We all have a responsibility towards realising our School Vision and, by working together, we can make a difference.

"Confident, actively involved, connected, life-long learners!"

Our families will:

- Feel welcome at our school, free to share ideas, concerns and praise, in order to develop and improve the partnership between home and school.
- Be supportive of school policies and take part in the opportunities that the school offers.
- Support the Vision and shared values of the school, by encouraging children to be caring, thoughtful and respectful to others.
- Help children to develop responsibility for their own learning and behaviour.
- Encourage an enthusiasm for learning.
- Feel proud of the achievements of our school and do everything they can to make a positive contribution.

Our Vision

Confident, actively involved, connected, life-long learners

Our Values

At Halcombe School, we value: excellence, respect, innovation, inquiry and curiosity, ecological sustainability, communication and participation, and integrity.

Tena Koutou Katoa ~ Greetings to all

A warm welcome is extended to all families who have children enrolled at Halcombe School. We hope your association with our school will be a happy and rewarding one, with families and staff working together for the benefit of your children.

Halcombe School is a Decile 7 full Primary School, enrolling children in Years 0 – 8. The first school at Halcombe was opened in 1877. Over the years, other schools in the district, at Stanway, Kakariki and Tokorangi have closed, with children from these areas, now attending Halcombe School. The 125th Jubilee was celebrated in 2002.

Approximately 20% of the students are Māori and mainly of Ngati Raukawa and Ngati Tuwharetoa descent. The balance is of mainly European origin. Halcombe School has a stable roll of 140 - 160 students.

Halcombe is a country school and a focal point for the local community, providing news and activities which include the district. A genuine sense of partnership exists between the school and wider community. As it serves a rural area, parts of the programme focus on such activities as Pet Day, and there is a wide range of sporting, interschool and cultural activities. We receive tremendous support from families for the variety of events and activities held. Fundraising is often a community effort.

The children are our number one priority, with efforts directed towards quality teaching and learning programmes. Staff professional development is a focus as this maintains best practice and helps us meet each child's individual needs. We are committed to developing a positive partnership between the school and our families.

This Information Book is designed to provide families with information about Halcombe School. Please keep this Information Book in a safe place. You may find it convenient to place current newsletters, term calendars and important notices in the spare pages at the back.

If you have any queries, please do not hesitate to contact the school:

Location: 30 Monteith Street, Halcombe
Phone: 06 328 8845
Fax: 06 328 8847
Mail: R D 9, Feilding, New Zealand 4779
e-mail: office@halcombe.school.nz
principal@halcombe.school.nz
Website: www.halcombe.school.nz

STAFFING 2012 – TERM 1

Principal Mrs Sue Simpson
Deputy Principals Mrs Kirsty Lynch & Miss Dianne Simpson

Junior Team

Room 7	Mrs Kirsty Lynch (Junior Team Leader)	Yr 0 - 1
Room 1	Mrs Anna Christiansen	Yr 1 - 2
Room 2	Miss Elizabeth McCartin	Yr 2 - 3
Room 3	Miss Jessie Cameron	Yr 3 - 4

Senior Team

Room 4	Miss Kelly Campbell	Yr 4 – 5 - 6
Room 5	Mrs Sheryll Goodwin	Yr 6 - 7
Room 6	Miss Dianne Simpson (Senior Team Leader)	Yr 7 - 8

Technology

Hard Materials	Mr Norm Lind
Food Technology	Mrs Cheryl Nevile
Textiles & Sewing	Mrs Lorna Smith

Part-time Teachers

Miss Michelle Humphrey & Mrs Karla Noon

Support Staff

Mrs Kirsten Otter	Secretary
Mr Alan Martin	Cleaner/Caretaker, Pool Manager
Mrs Karen Gilmour	Teacher Aide
Mrs Paula Stace	Teacher Aide
Ms Vanessa Stroud	Teacher Aide

Bus Drivers

Mr Merv Hannam	Tokorangi bus
Mr Paul Harris	Stanway / Feilding bus

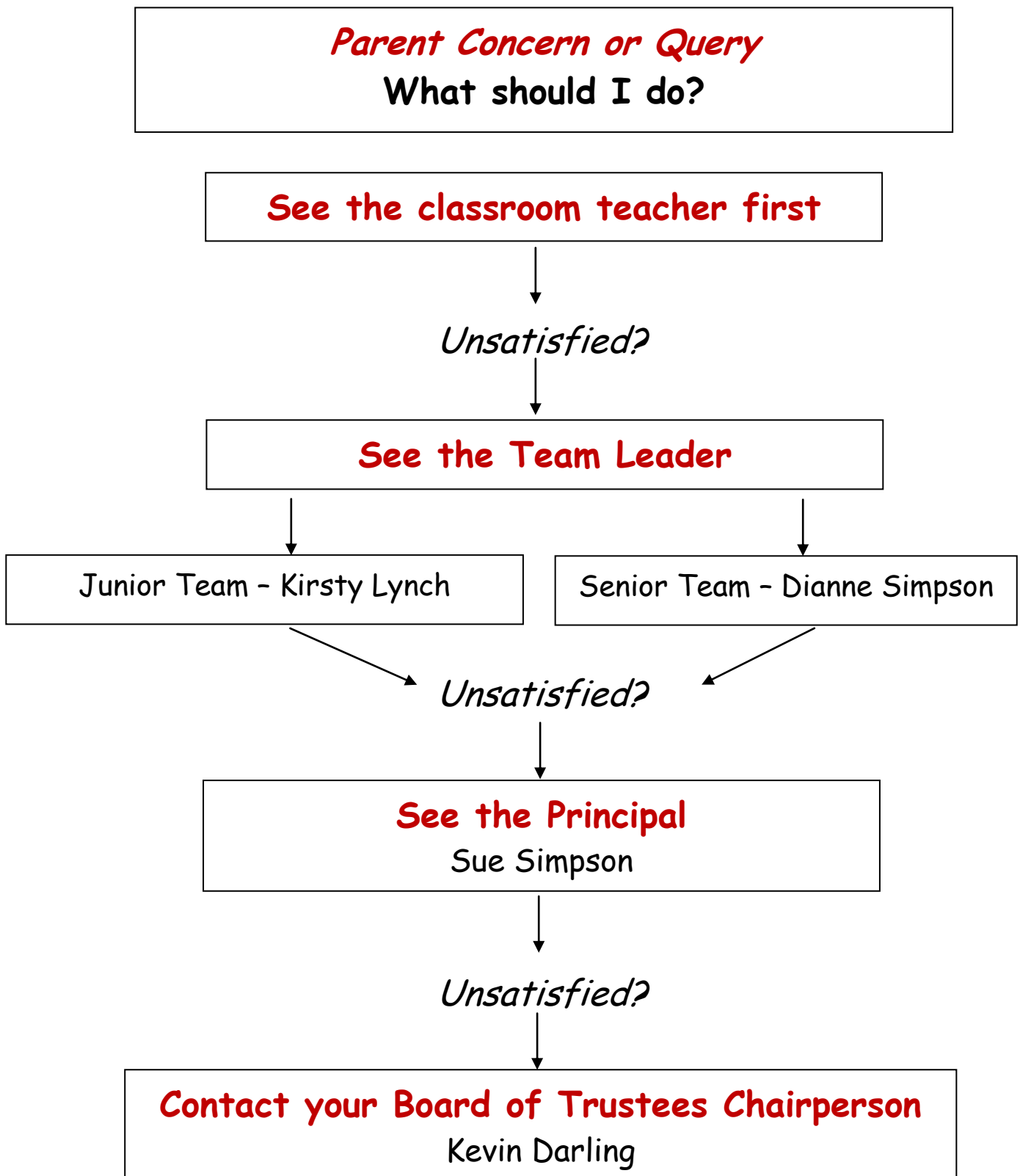
BOARD OF TRUSTEES

Chairperson/Treasurer	Mr Kevin Darling	Phone 06 328 8580
Trustees	Mr Larry O'Fee	
	Mr Lincoln Jurgens	
	Dr Gill Flewers	

Staff Representative	Miss Dianne Simpson
Principal	Mrs Sue Simpson

Board Secretary	Mrs Kirsten Otter
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The Board of Trustees has the role of School Governance, with its core focus being raising student achievement and improving the learning outcomes for all students. Parent representatives are elected onto the Board for a three-year term. The Board meets in Weeks 3 & 8 of each term. Meeting details are advised in the school newsletters. Board reports and the minutes of each meeting are available to view at the school office. Parents/caregivers are most welcome to attend Board meetings to observe Board process. Please contact the Board Chairperson if there are issues you wish the Board to discuss.



Classroom teachers are very busy people who endeavour to give your children quality learning time.

They would also like to give you the quality time you deserve.

Open and full communication is a priority. Just “popping in” to the classroom may not be satisfactory.

Please make an appointment to see your teacher outside of class-time
i.e. before 8.30am or after 3pm. Please contact the office for assistance.

ANNUAL CALENDAR OF SCHOOL EVENTS

TERM 1	<p><i>Sun hats to be worn at school (all students)</i></p> <p>Swimming Programme (school-wide, daily swimming)</p> <p>Swimming Sports (Junior & Senior)</p> <p>Gala Day (odd years)</p> <p>Three-way Interviews (all families)</p> <p>BOT meets on Monday nights Week 3 & Week 8</p> <p>After-school sports: touch rugby</p>
TERM 2	<p>Winter Sports programme begins</p> <p>Bunnings Winter Sports Tournament – netball, soccer, rugby, hockey</p> <p>Young Leaders Conference (selected senior students)</p> <p>Interschool sports with St Joseph’s, Feilding</p> <p>ICAS Competitions</p> <p>BOT meets on Monday nights Week 3 & Week 8</p> <p>After-school sport: netball (all grades), miniball, basketball, flippaball</p>
TERM 3	<p>Winter Sports programme continues</p> <p>Gymnastics (with full display for families on alternate years)</p> <p>Mathex Competition in Palmerston North</p> <p>Dance programme</p> <p>Junior Dance/Fancy Dress (alternate years)</p> <p>Senior Social</p> <p>Three-way Interviews (all families)</p> <p>Interschool sports with various schools including Hunterville School</p> <p>BOT meets on Monday nights in Week 3 & Week 8</p> <p>After-school sports: netball, miniball, basketball</p>
TERM 4	<p><i>Sun hats to be worn at school (all students)</i></p> <p>Senior Camps (Rooms 5 & 6)</p> <p>Pet Day</p> <p>Cross Country & Athletics</p> <p>Hunterville Cross Country Champs</p> <p>Home Garden Competition</p> <p>Junior Christmas Party</p> <p>Senior Prizegiving</p> <p>Reports sent home</p> <p>BOT meets on Monday nights in Week 3 & Week 8</p> <p>After-school sports: touch rugby</p>

**For full details, please see our weekly newsletter and/or notices that will be sent home prior to events.
Students should listen out for classroom notices regarding sign-up for sports teams etc.
The notice book is sent round classes every morning.**

PARENT TEACHER ASSOCIATION (PTA)

President	Mr Andrew Mudgway	328 8566
Treasurer	Mrs Mel Henderson	328 8131
Secretary	Mrs Shelley Mosby	328 8000

The PTA is very active at Halcombe School and organises a variety of activities to support our school and encourage parent participation. The PTA undertakes fundraising, provides meetings for parent education and supports school functions in a variety of ways. The PTA meets throughout the year, with meeting dates and times advertised in the weekly newsletter and on our website.

SCHOOL HOURS

The school is open in the mornings after the arrival of the first bus at approximately 8.15am.

Please ensure your children are at school by 8.50am, so they can be unpacked and ready to start learning at 9.00am.

8.55am	First bell
9.00am	School commences
10.30 – 10.50am	Interval
12.30 – 1.25pm	Lunch
1.30 – 3.00pm	Afternoon programme

OFFICE HOURS

The School Office is open from 8.30am until 3.15pm Monday – Friday, during term. The School Secretary, Mrs Kirsten Otter, will be happy to assist you.

ABSENCES

If your child is sick or unable to attend school, parents / caregivers must contact the school before 9.00am. For your child's safety, unexplained absences are investigated.

Teachers keep a daily Attendance Register. These are checked regularly. If there are concerns about absences from school, the Principal will contact families. The Manawatu Truancy Service is used by the school

KEEPING IN TOUCH

It is important that the information we have about your child is up-to-date. Please let us know of any changes, especially telephone contact numbers, health issues and guardianship. From time to time we will need to contact families if a child is unwell or we have a serious incident. It can be very difficult and time-consuming for us, and stressful for your child, if we cannot contact you.

HALCOMBE SCHOOL CHARTER AND SCHOOL POLICIES

The Charter is an important document that outlines the direction for Halcombe School. It is developed by the Board of Trustees in consultation with our school community and is regularly reviewed.

Policies on all aspects of school management are also developed and reviewed by the Board.

The Charter can be viewed online via the school's website. Copies of both documents can be viewed at the Office.

COMMUNITY CONSULTATION

The Board of Trustees is committed to building and maintaining a strong partnership with the whole community. From time to time you will have the opportunity to respond to questionnaires from the Board.

A forum is held periodically where parents / caregivers have the opportunity to share their ideas on a range of issues.

PASTORAL CARE

The staff at Halcombe School are responsible for the social and emotional well-being and safety of all our students. The school has a genuine concern for their pastoral care and our staff demonstrate this in many ways. If there are personal or confidential matters affecting your child that may impact on their learning or behaviour, we hope you will feel comfortable talking to us about it. All discussions will be treated confidentially.

DISCIPLINE

At Halcombe School, we encourage children to be responsible for their own actions and to treat others as they would like to be treated. We find that attention-seeking behaviour, both in classrooms and the playground is often best dealt with by removing the child from the 'audience'. No child has the right to stop others from learning.

We encourage an atmosphere where children feel comfortable speaking out about bullying and unacceptable behaviour. The school has a culture of no tolerance of bullying and dishonesty. Parents/caregivers will be called if behaviour is causing concern so that the home and school can work through the issues together. Recurrent disruptive, abusive or aggressive behaviour and wilful damage are very serious matters.

BULLYING

Halcombe School has a “zero tolerance” approach to bullying. Bullying of any kind - verbal or physical - will not be tolerated. Students are encouraged to report incidents of bullying, no matter how minor they may seem, to their teacher, the duty teacher, or the Principal.

SCHOOL RULES

School rules are kept to a minimum and are based on common sense, safety, fairness and consistency. Our aim is to provide an environment where pupils learn to respect opinions, property and people, while building on the foundations of self-discipline. The school wishes to encourage and maintain accepted social moral standards and values and provide guidelines for acceptable behaviour.

Playground rules are clearly displayed in all classrooms.

1. Out of bounds areas outdoors: carpark, behind the pine trees, behind the hall, gardens, behind the dental clinic, pool and bike sheds, and in the pool area. A flag system will be used when grass is too wet to play on.
2. Out of bounds areas indoors: PE room in the hall, staffroom, sick bay, administration area and offices, main resource rooms, toilet blocks and classrooms belonging to other classes. Students can only enter these areas with permission from staff.
3. A flag system will be used when grass is too wet to play on.
4. Children will not be inside during fine weather, unless they are completing work or using a computer, in which case their name will be written on the board by the class teacher.
5. Children are not allowed out of the school grounds without permission. This includes retrieving a ball and going home for lunch.
6. Children remain seated in the designated area at playtime and lunchtime until dismissed by the duty teacher. If lunch is inside, class teachers will supervise their own classes until 12.45pm.
7. Senior students are not allowed on the adventure playground at lunchtimes.
8. Only children from Rooms 7, 1 and 2 use the sandpit.
9. No biking in the school grounds.
10. No kicking of balls on the front court area (unless prolonged bad weather limits use of fields).
11. No balls on the adventure playground.
12. No toys or games to be brought to school. No collectable cards e.g. Yū-gio cards.
13. No swearing or abusive language.
14. No lollies or chewing gum.
15. Water only for drinks.
16. No jewellery apart from a wristwatch and earring studs. Should any exemption be requested, for example taonga, application must be made, in writing, to the Principal.
17. No make-up.
18. Fingernails must be kept short. No nail polish.

19. Hats are not to be worn inside.
20. Clothing is kept in the cloakrooms. Shoes are lined up under verandahs or kept in cloak-bays.
21. Sunhats are to be worn in Terms 1 and 4. Hats must have an all-round brim. Logos or advertising on hats must be appropriate for school. If in doubt, please ask.

GUIDELINES FOR CLOTHING AND HAIR

While Halcombe School encourages individuality, we do believe that some styles of clothing and accessories are unsuitable and inappropriate for school. We ask for parents/caregivers co-operation in this matter.

- Long hair must be tied back with simple hair clips and ties. Hair should be worn in a natural style and colour. Multi-coloured hair is not appropriate. No “rat’s tails”.
- Hair should not be hanging in front of eyes (parents/caregivers should ask if unsure).
- Hair cuts should be neat and presentable but not extreme.
- No hair products.
- Shoes should have flat soles, for example sports shoes, sneakers or sandals. Heeled shoes are unsafe for school-wear.
- Gumboots are not suitable for sport.
- Jackets are to be worn outside, not in classrooms.
- Halter neck tops, ‘boob tubes’, tops with shoe-string straps, and singlets (for boys) are not appropriate. T-shirts with short sleeves are best.
- Underwear should not be visible.
- Shorts and jeans should stay up without having to be held.
- Logos or captions on clothing should be appropriate for school.

Extremes of fashion are not appropriate. If in doubt, parents/caregivers should ask the Principal.

MANNERS

We encourage children to use their manners. Using ‘Please’, ‘Thank you’ and ‘Excuse me’ is fostered from the first days at school, and develops a climate of mutual respect and care for others. Children will address adults by their full names (e.g. “Mrs Smith”, “Miss Morris” or “Mr Jones”) not by first names.

ARRIVING LATE - LEAVING EARLY

Students who arrive late to school must check in at the school Office before going to their classroom. Please notify the Office or your child’s teacher if your child needs to leave school early for an appointment. Children can be collected from the school Office. We ask that parents/caregivers not go directly to the classrooms or into the cloak bays looking for children or to deliver lunches or other items.

ASSEMBLY

The whole school has assembly in the school Hall on Friday afternoons at 2.30pm, unless notified otherwise in the school newsletter. The Student Council runs each assembly, and the programme will include the presentation of class items, sports reports, student awards and singing.

All parents/caregivers are welcome to attend.

BIKES

A number of students bike to school each day. We have the following rules:

- Students must be aged 7 or older and fully aware of road rules.
- Helmets must be worn.
- Bikes are parked in the bike shed – it is recommended that they are locked during the day.
- Bikes must not be ridden in the school grounds – students must walk their bikes to the school gates and across the Monteith Street crossing.

BUSES

Over 80 children use the school bus service each day. Many more use the buses on a casual basis to visit friends, attend sports practices etc. Managing the buses is a major task for the school, and we need the co-operation of families to ensure that our students travel safely and the buses are on schedule.

To catch the afternoon buses, children line up outside Rooms 5 and 6 in designated bus lines. Staff are on duty to supervise. Senior students act as bus monitors. All buses must leave school promptly (usually by 3.05pm). For safety reasons, children are often allocated a permanent seat on the bus. Drivers and bus monitors will report any misbehaviour to the Principal. Children are not allowed to eat, drink or use cellphones on the bus.

PLEASE notify the Office if your child is not on the bus in the afternoon or there is a change to their usual arrangements. You MUST send a note to school or phone the Office. It is not sufficient for children to tell us at 3 o'clock that they are not on the bus or their plans have changed. The bus monitors do a great job but are sometimes searching for children after 3 o'clock, only to find that they have already been collected! The buses are on a very tight schedule, so we would appreciate your support with this. If we are in any doubt about whether your child should or shouldn't be on the bus, we will keep them at school where we know they will be safe.

Please ring the school or send along a note if you wish your child to use any of the buses as a 'casual'. At present, a 'casual' trip to Feilding costs 60 cents. This may change – you will be notified.

BUSES FOR FEILDING STUDENTS

Morning run:

- Stanway/Feilding bus leaves Feilding at 8.30am each morning.
The pick-up is adjacent to 1A North Street. The bus DOES NOT wait.

Afternoon run:

- The Stanway/Feilding bus travels via Stanway & Makino Roads and arrives in Feilding at 3.40pm approx. Rural students, casuals and all Feilding students will use this bus.
- The afternoon drop-off is adjacent to 48 North Street (near Northend Playcentre).

There is a charge for using the Feilding bus. Regular users must purchase a 10-trip ticket in advance (currently \$6.00 each) from the Office. No credit is available.

Children can purchase bus tickets or pay for casual rides at the school Office before 8.55am and at lunchtimes.

CALF AND LAMB DAY ~ “PET DAY”

Every year, Halcombe School holds a “Pet Day” in conjunction with the Manawatu Oroua Boys and Girls Agricultural Club. Pet Day is very much a whole school community day. Pet Day includes calf, lamb and kid (goat) competitions, dogs and other pets. Horses may be entered in the pet section, but may not be ridden at school.

Children who do not bring animals are involved in fun competitions in the Hall – sand saucers, veggie creations, miniature gardens etc.

The Hall is open for parents/caregivers to visit at the end of the morning.

Pet Day is held early in Term 4. Information and entry forms will be available in Term 3.

CAMPS

The two senior classes take part in extended Outdoor Education Camps, usually in Term 4. Full information on each camp, including cost, will be sent home during Terms 2 & 3. Students are encouraged to participate in fundraising activities for these camps. Meetings for families are held prior to each camp. From time to time, children in other classes may also have the opportunity to have an overnight camp. Full details would be made available at the time.

CAR PARKS

Parking is provided in the Hall carpark and on Monteith Street. Space is limited in the Hall carpark - please take care when entering and leaving the car-park, especially during the afternoons. Do not “double park”. When collecting children from school, we ask that parents/caregivers leave their cars and accompany children from the playground. Children must use the footpath – they must not cross the car-park. Additional parking is available at the front of the school on Monteith Street (please keep clear of bus parks). When collecting children from school, we ask that parents/caregivers leave their cars and accompany children from the school gate. Everyone (children and adults) MUST use the patrolled road crossing.

CELLPHONES AT SCHOOL

Students must not use cellphones at school or on the buses, for calls or for texting. If a student needs to have a phone at school, they must bring a note from a parent and gain permission from the Principal. Phones must be handed in to the Office for the day. Phones found at school without permission will be confiscated.

CHARGES AND FEES

We make a small compulsory charge to all families. School charges help us to provide a full range of resources and activities, including classrooms essentials, such as tissues, and the weekly newsletter. Regular fundraising helps us to keep these charges to a minimum. We also charge a fee for Technology for Year 7 & 8 students. Charges are collected in Term 1 or at Enrolment. An invoice will be sent. The latest schedule of fees and charges is available at the Office.

CROSS COUNTRY

The school holds a Cross Country event for all students in Term 4. All children participate over distances appropriate for their age. An inter-school Cross Country is held at Hunterville in late October. Children are selected to represent our school in various age groups.

DELIVERIES TO SCHOOL

If you need to bring in items to your children during the school day – forgotten books, lunches, sports gear etc - please come to the Office and we will deliver items for you. We ask that parents/caregivers not go directly to the classrooms or cloakbays without checking with Office staff first. Unexpected visitors in the classroom can be disruptive.

DENTAL SERVICE

Dental therapists will treat pre-schoolers and school children using the Mobile Dental Service. You will be notified through the newsletter when the dental therapists are next at school.

You are welcome to contact the dental therapists at any time if you have concerns about your children's oral health. Please phone their base Clinic at Hunterville School - 06 322 8791.

DOGS IN THE SCHOOL GROUNDS

Dogs are not permitted in the school grounds unless part of the school programme. Please inform the Principal or Board member if you see a dog in the school grounds out of school hours.

END OF YEAR CELEBRATIONS

The Junior Christmas Party and Senior Prizegiving are held in the Hall during the final weeks of the school year in December. Students attend with their families.

The Junior Christmas Party, for Rooms 7, 1, 2 and 3, is usually an afternoon function and celebrates the efforts and achievements of all our junior children.

The Senior Prizegiving, for Rooms 4, 5 and 6, is an important occasion as we farewell our Year 8 students and recognise the efforts and achievements of all senior students. It is a formal evening function.

“ENROL”

Halcombe School uses ENROL, the on-line student enrolment register of all students enrolled in New Zealand schools. You are able to request copies of the information that we hold about your child. Please contact the Office for details.

HEAD LICE

Head lice are a recurring problem in all schools and we appreciate families doing their best to control outbreaks of head lice. We will check children's hair if we suspect head lice are present. A child with headlice may be asked to go or stay home until the lice are treated. Included at the back of this folder is information on headlice with tips on how you can deal with this problem at home. The school has two “Robicombs” available for families to use to treat head lice.

HEALTH

Please keep us informed of any health issues that may affect your child at school or impact on their ability to learn. We update student health records and contact details at the start of each school year.

HOME GARDENS

Children have the opportunity to participate in a home garden competition during the spring/summer terms. Full details are given in the school newsletter.

HOMEWORK

"Homework" is a topic that can cause much tension in families. At Halcombe School, we have given this issue much consideration and have produced our own philosophy on homework - which we prefer to call "home learning". The current programme for home learning is:

YEAR 1 – 4 STUDENTS

- Apart from reading, basic maths facts and a little spelling, *no homework will be 'set'*.
- Please read to your child and/or listen to them read each night.
- Play games with your children which involve counting and maths ideas, such as 'Ludo' and cards,
- Talk about numbers in everyday life, for example on number plates and phone numbers.
- Involve your children in activities which involve measuring and have problems to solve.

YEAR 5 – 8 STUDENTS

- Children should be reading every night for at least 20 minutes. They should also be learning spelling and basic facts.
- Home learning may be a continuation of what is done in class. If children need to catch up on work, they will be able to do it at home if they wish.
- You can help your child by NOT mentioning homework! By this age, children need to accept responsibility for completing any homework they choose to do. They shouldn't need to be reminded (or nagged!) at school or at home. If you are nagging them now, you'll still be nagging them when they're 17.
- Take an interest in what your children are doing, but without threat or punishment. If children choose not to complete their work, that will be their decision. There is no 'penalty' for not completing work.
- The culture and children's intrinsic motivation to learn and achieve in our senior classes, means that by far the majority of children are happy to complete some home learning each night without any fuss.
- Home learning will consolidate, enrich and extend the class programme. It should not be a big chore. The challenge should be minimal, not so much that you have to get help from your rocket scientist uncle!
- On occasions, children will have the opportunity to spend part of their interval or lunchtime in class working if they wish. We appreciate that many children have a variety of after-school commitments.
- It is important that children develop good time management skills before they go to High School, but no longer than 45 minutes a night should be spent on home learning.
- If you would like ideas about home learning, please contact your child's class teacher.

HOUSES

A 'House' system operates throughout the school for inter-house sport and other competitions held at various times. When your child enrolls they will be placed in one of four houses: Kauri, Matai (*formerly* Kowhai), Rimu, or Totara. 'House Captains' lead each House. If you are a former pupil, please let us know, as we follow family traditions when placing your children in a House.

ILLNESS, ACCIDENTS & EMERGENCIES

Despite all our good intentions, children do occasionally become ill or hurt themselves at school. We have a well-equipped sick-bay and a staff member has designated responsibility for this area. All staff have experience and training in first aid. Unless injuries or health concerns are minor, we will consult with families and may send children home. If we cannot contact you directly, we will use your "emergency contacts". In emergencies, we may contact your GP for further advice or call an ambulance – families give permission at Enrolment for emergency medical care to be sought on their behalf.

Please keep your contact details up-to-date and let us know if you have any concerns about your child's health. . We update student health records and contact details at the start of each school year.

See also "Medication at School".

INTERNET

We have included two important policies:

- Halcombe School Cybersafety
- Online Publication of Student Images and Work

At Enrolment, families must complete the Cybersafety Use Agreement for each student before that child can use any ICT equipment or have access to the internet. The Agreement outlines the school's policy and rules for the acceptable use of the internet and all areas of ICT at school.

We will request permission at Enrolment for the school to publish a child's image and/or school work online.

It is important that parents/caregivers understand these issues – please read the policies carefully.

If you have any questions, please ask. Please also see "Publication of Student Images and School Work".

LEADERSHIP OPPORTUNITIES

Senior students will have many opportunities to develop leadership skills.

For example:

- House Captains
- Bus Monitors
- School Librarians
- Junior Room Supervision
- Sports Team Captains
- Welcoming and thanking visitors to the school
- Speaking at Special Events, for example ANZAC Day Service

LIBRARY

Our school has a very well-resourced library. All children are able to borrow books and each class has at least one library session per week.

LOST PROPERTY

The lost property box is outside the Cultural Centre. Families are asked to check this occasionally. Lost property is displayed for children to collect at least once a term. The school strongly requests that you name your child's clothing.

LUNCHES – SCHOOL

Good nutrition maximises your child's ability to stay alert and focussed on their learning. You are encouraged to provide simple, nutritious healthy lunches for your children - for example, sandwiches, fruit, plain biscuits and water. Please do not pack sweets or chocolate bars.

Halcombe School is a "water only" school – juice, milk drinks, canned or bottled drinks are not permitted. Children will bring only water from home to drink.

LUNCH RUBBISH – we ask that students take left-over food and all lunch rubbish HOME. This reduces the amount of rubbish that our school has to deal with, and helps students and their families to monitor the amount of food that may be wasted.

If you need to deliver lunches to school during the day, please bring them to the Office.

LUNCHES - BOUGHT

"Subway" lunches are currently available. A menu is available at the Office and on our website.

MEDICATION AT SCHOOL

Unless specifically requested by a GP or medical specialist, medication will not be administered by school staff to students at school.

- Exception is only made for students who regularly use asthma relievers or who need emergency medicines to be kept on-hand (e.g. “Epipen” for severe allergy).
- Formal request must be made to the Principal for any medication to be administered by school staff. Please contact the Office for details.
- Special arrangements will be made for students on overnight camps/trips.
- We will not administer short-term prescription medication (such as antibiotics), cough mixture, antihistamines or headache treatments (paracetamol, ibuprofen, etc).
- We will not hold supplies of medicines “just in case” they are required.
- Please DO NOT send cough lozenges, hay-fever tablets or other non-prescription medicines to school for students to administer themselves.

Please contact the school for further information and please let us know if you ever have any concerns about your child’s health. . We update student health records and contact details at the start of each school year. See also “Illness, Accidents and Emergencies”.

NEWSLETTERS

Weekly newsletters are sent home with every Tuesday to keep you informed of events at school. The newsletter is also available from our school website. The newsletter can also be e-mailed to you. Please contact the Office with your e-mail address.

PARENT-HELPING AT SCHOOL

There are often opportunities for parents/caregivers to assist in the classroom or to help with special projects such as ‘art days’ or a school production. If you are available to act as a parent-help, whether on a regular basis or for a short period only, please talk with your child’s teacher or contact the Office. Your assistance will be greatly appreciated! Please note that it may not always be suitable for preschoolers to accompany you while you are “parent-helping”.

PHOTOCOPYING AND LAMINATING

We offer colour or black & white photocopying and laminating:

Photocopying	standard: 20c per copy (A4 or A3); colour: \$1.50 (A4) \$3.00 (A3)
Laminating	A4 - 80c A3 - \$1.20

Unfortunately, we cannot offer a “while-you-wait” service. Please leave copying at the Office and we will have it ready as soon as possible.

PLAYCENTRE

The school fosters a close relationship with Halcombe Playcentre (77 Willoughby Street, Halcombe). Playcentre is a family-based co-operative Early Childhood Education Service. Families play an important role in coordinating the sessions and running the Centre. All children from 0 – 6 are welcome to attend. Session times are Mondays and Wednesdays from 9.00am until 12.00pm. Please phone Playcentre (328 8693) during session times for more information.

PRESCHOOL VISITS

Preschoolers often visit for a number of sessions before officially starting school. They can be accompanied by a parent/caregiver or attend on their own, and can begin with half days until they are comfortable with the school routines. Please contact the school Office to discuss enrolment, to meet with our New Entrant teacher and to arrange visits.

PRIVACY ISSUES

Information that is collected by the school about your child becomes part of their essential school records. The records are held at Halcombe School, 30 Monteith Street, Feilding. Your child's records may be viewed on request at the school. Families give permission at Enrolment for pupil information to be forwarded to appropriate health and educational authorities, within the limitations of the Privacy Act. Details may also be forwarded to potential intermediate and secondary schools on request.

We pass on contact details for families (parent/caregiver names & phone numbers only) to our PTA to assist them with their activities. Please contact the school if you DO NOT want this information to be shared with the PTA. The school has a designated privacy officer to discuss enquiries about students' privacy. The school's Privacy Officer is: Sue Simpson (Principal), Halcombe School, RD9, FEILDING 4779.

PUBLICATION OF STUDENT IMAGES AND SCHOOL WORK

ONLINE PUBLICATION

Please refer to the policy at the end of this folder - Halcombe School Policy for the Online Publication of Student Images and Work. We will request permission at Enrolment for the school to publish a child's image and/or school work online. Students may be identified only by first name and/or year group.

PRINT MEDIA PUBLICATION

From time to time the school is able to publish photos & student work in print media (newspapers, magazines etc) as a way of publicising the school and celebrating school events and achievements. Images of students may be included in photos. Students may be identified by full name and year group. We will request permission at Enrolment for the school to publish a child's image and/or school work in print media.

PUBLIC HEALTH SERVICES

Public Health nurses work with our school to provide health information for teachers and families, and to carry out routine vision and hearing tests and vaccination programmes. Individual children can be referred to the Public Health Service for assistance with health or welfare problems. Parental consent is always sought. Public Health nurses carry out routine immunisations at the school (e.g. meningococcal disease, HPV, Year 7 DTaP vaccinations). Information packs and consent forms are sent home prior to any vaccination programme.

ROAD SAFETY

A teacher is on duty to supervise children using the Monteith Street crossing after school. All students who are crossing Monteith Street to walk home or to meet waiting cars **MUST** use this crossing. We ask that adults use this crossing, too.

RELIGIOUS EDUCATION ~ “BIBLE IN SCHOOLS”

Halcombe School does not currently offer a ‘Bible in Schools’ religious education programme.

REPORTING TO PARENTS

“Three-way Conferences” (involving the student, parent/caregiver and teacher) are held near the end of Term 1 and again in Term 3 each year. All families attend these interviews. These interviews include children in the process where they share their learning, their achievements and goals with their parents. A written school report is sent home at the end of the year.

If you have concerns about your children at any time please do not hesitate to contact the class teacher. Problems are usually easier to deal with if discussed earlier rather than later.

SCHOOL VISITS

We welcome visits from prospective students and their families. We are happy to show families around the school and can arrange an interview with the Principal and/or teachers. Please contact the school for more information.

SENIOR SOCIAL

A social for the senior students in Years 7 - 8 is usually held near the end of Term 3 and is the culmination of our Dance Programme.

SKATEBOARDS / SKATES

These are not permitted at school during school hours.

SMOKE FREE

All of the school property is “smoke free” at all times.

SPECIAL NEEDS / ABILITIES

In order to meet the learning needs of our students, we provide many programmes and opportunities for Children with Special Needs (CWSN) and Children with Special Abilities (CWSA). A designated staff member acts as SENCO (Special Education Needs Co-ordinator).

Programmes include:

- Teacher Aide group support (in and out of class)
- Teacher Aide individual support
- Tape Assisted Reading Programme (TARP)
- Maths ability cross-grouping
- Support from Resource Teachers of Literacy (RTLit)
- Support from Resource Teachers of Learning and Behaviour (RTLb)
- Ministry of Education’s Special Education specialist services
- Otago University Maths Problem Solving
- Manawatu Mathex Competitions
- “International Competitions & Assessments for Schools” programme
- Community Writing Programme

SPORT

Students at all levels will take part in a wide range of sport and fitness activities as part of our comprehensive physical education programme. The programme includes athletics, swimming, cross-country, ball skills, skipping, dance, a winter sports programme – netball, rugby, soccer and gymnastics.

SPORT – INTER SCHOOL

Sporting exchanges (usually for children in Year 4 upward) are held regularly with other similar-sized schools in the district.

SPORT – AFTER SCHOOL

Children will have the opportunity to be involved in various sports teams in after-school competition. These include Netball, 'Flippa Ball' (junior water polo), Touch Rugby, 'Miniball' (junior basketball) and Basketball. Full information is available at the beginning of each sport's season.

SPORT - WINTER

All students in the middle and senior school take part in a winter sport programme which usually includes hockey, soccer, netball and rugby on Thursday afternoons during Terms 2 and 3. Students will experience all sports on offer during an introductory rotation, and then will select their chosen sport for winter school competition. The junior school takes part in fitness activities during this time. We appreciate the assistance of parent/caregivers in helping with coaching.

Please remind your children to bring the correct gear:

	Mouthguard	Knee length socks	Shin pads (or magazines)	Shorts	Comfortable top eg practice jersey or sweatshirt	Soft soled shoes	Other
Hockey	x	x	x	x	x	x	Boots can be worn
Soccer		x	x	x	x	x	Boots can be worn
Rugby	x			x	x		Short fingernails
Netball				x	x	x	Short fingernails Hair tied / clipped back

Children without the correct gear may not be able to take part in sports practices.

STATIONERY

At Enrolment, and at the beginning of each school year, students are issued with a stationery list for their class. All requirements can be purchased at the Office and on special "stationery days" prior to the beginning of Term 1. We stock high-quality stationery at reasonable prices. Children can purchase additional stationery during the year from the Office. We ask that books are covered (with "Duraseal" etc). Books that are covered look better and last longer. Please make sure your child always has the correct books and equipment at school. Your child's teacher will notify you if additional stationery is required.

STUDENT COUNCIL

Selected senior students form the Student Council. From time to time the Council may co-opt other students to assist with their work. The Council meets regularly and organises a number of projects, giving Council members experience in committee meetings, fundraising, running events such as discos, leadership and communicating effectively with their fellow students.

The Student Council runs the weekly assemblies and puts on a number of events through the school year.

SUNSAFE POLICY

The school has a “no hat = no play” policy. This means that children must wear sunhats during Terms 1 and 4. The hat must have a brim, which shades the face, ears and neck. It must not have any inappropriate language, symbols, advertising or a draw string. A “legionnaire” style hat with the flaps down is fine. Hats must be named. The PTA provides each class with sunscreen to use during the summer months.

SWIMMING

During Term 1, all students take part in a daily swimming programme. They need to bring togs and towel in a waterproof bag every day. We request your support with this. Guidelines for appropriate swimwear for school are included at the back of this folder. We recommend that children also wear sunscreen in the pool.

If your child is unable to participate on a particular day, they must bring a note from a parent.

Junior and Senior Swimming Sports are held in late February/early March. The Junior Sports are held in the school pool and the Senior Sports at the Makino Pool in Feilding.

SWIMMING POOL

The community may use the school pool outside of school hours during Term 1. Pool keys may be purchased at the start of the year. An agreement regarding Conditions of Use must be signed before keys are issued.

TECHNOLOGY

Teaching in technology subjects for Year 7 and 8 students is provided at the school. Technology includes a range of topics such as electronics, cooking, sewing, metal and woodwork. An annual fee is charged – an invoice will be issued. Full details of the programme will be available in class.

TOYS AND PERSONAL BELONGINGS

Children should not bring toys to school unless permission is given by the teacher (e.g. for “sharing days”). No responsibility can be accepted by the school for loss or damage to these items. Walkmans, cell-phones and hand-held games should not be brought to school. Children must not bring collectable cards or trading cards, such as rugby cards, “Yū-gio” cards, etc to school.

TRIPS

Children will have opportunities to take part in school trips and visits, which may necessitate travel by car and/or bus. Students are asked to contribute towards the cost of travel. Set costs for return trips are:

- Feilding \$2.00
- Palmerston North \$3.00
- Hunterville \$3.00

We really appreciate parents/caregivers being able to provide transport for school trips and sporting events. However, we must insist that:

- ALL children and ALL adults are fitted with their own seat belt
- your vehicle has a current WOF
- your vehicle is registered
- the driver is licensed

Unfortunately we will not be able to accept offers of transport from you if your vehicle does not comply with these safety requirements.

On some trips it may not be appropriate for preschoolers to attend with families that are providing transport. Full information and permission slips will be given out prior to each trip. We will let you know the itinerary, the cost, transport requirements and so on.

VISION AND HEARING

Routine “Vision and Hearing” testing is carried out at the school by Public Health technicians.

All Year 3 & Year 7 students will be tested each year, with follow-ups testing for those that need it. New entrants that have not completed “B4 School” checks will also be seen. Families give consent at enrolment for their children to be tested. Children that are already under specialist care or wear glasses will not be tested. Testing days are notified in the school newsletter.

Any student that may have a hearing or vision problem can be referred for testing at other times – please speak to your classroom teacher or Office staff if you have any concerns.

The Public Health Service also runs regular free vision & hearing clinics at the Clevely Health Centre in Feilding. Please phone (06) 350 4560 or 0800 153 042 for more information and to make any appointment.

IMPORTANT POLICIES

Halcombe School Cybersafety Policy

Important terms used in this document:

- (a) The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies.
- (b) '**Cybersafety**' refers to the safe and responsible use of the Internet and ICT equipment/devices, including mobile phones
- (c) '**School ICT**' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
- (d) The term '**ICT equipment/devices**' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), Gaming Consoles, and any other, similar, technologies as they come into use.

Rationale

Halcombe School has a statutory obligation to maintain a safe physical and emotional environment, and a responsibility to consult with the community. In addition, the Halcombe School Board of Trustees has a responsibility to be a good employer.

These three responsibilities are increasingly being linked to the use of the Internet and Information Communication Technologies (ICT), and a number of related cybersafety issues. The Internet and ICT devices/equipment bring great benefits to the teaching and learning programmes, and to the effective operation of the school.

The Board of Halcombe School places a high priority on providing the school with Internet facilities and ICT devices / equipment which will benefit student learning outcomes, and the effective operation of the school.

However, the Board recognises that the presence in the learning environment of these technologies (some provided partly or wholly by the school and some privately owned by staff, students and other members of the school community), can also facilitate anti-social, inappropriate, and even illegal, material and activities. The school has the dual responsibility to maximise the benefits of these technologies, while at the same time to minimise and manage the risks.

The Board thus acknowledges the need to have in place rigorous and effective school cybersafety practices which are directed and guided by this cybersafety policy.

Policy

Halcombe School will develop and maintain rigorous and effective cybersafety practices which aim to maximise the benefits of the Internet and ICT devices/equipment to student learning and to the effective operation of the school, while minimising and managing any risks.

These cybersafety practices will aim to not only maintain a cybersafe school environment, but also aim to address the need of students and other members of the school community to receive education about the safe and responsible use of present and developing information and communication technologies.

Policy guidelines

Associated issues the school will address include: the need for on-going funding for cybersafety practices through inclusion in the annual budget, the review of the school's annual and strategic plan, the deployment of staff, professional development and training, implications for the design and delivery of the curriculum, the need for relevant education about cybersafety for the school community, disciplinary responses appropriate to breaches of cybersafety, the availability of appropriate pastoral support, and potential employment issues.

To develop a cybersafe school environment, the board will delegate to the principal the responsibility to achieve this goal by developing and implementing the appropriate management procedures, practices, electronic systems, and educational programmes. These will be based on the latest version of the NetSafe[®] programme for schools, endorsed by the New Zealand Ministry of Education. *The NetSafe[®] Kit for Schools*, including its templates for policies and use agreements, will play a central role in this process. Reporting back to the board by the principal will be annually as signalled in the BOT timetable.

In recognition of its guardianship and governance role in the cybersafety of the school, the board will also develop a policy relating to board trustee use of ICT devices / equipment. This will cover all use of school-owned/leased and privately owned/leased ICT devices/equipment containing school data/information on or off the school site.

Guidelines for Halcombe School cybersafety practices

1. The school's cybersafety practices are to be based on information contained in the latest version of the *NetSafe[®] Kit for Schools*, which is endorsed by the New Zealand Ministry of Education as best practice for New Zealand schools.
2. No individual may use the school Internet facilities and school-owned/leased ICT devices/equipment in any circumstances unless the appropriate use agreement has been signed and returned to the school. Use agreements also apply to the use of privately-owned/leased ICT devices/equipment on the school site, or at/for any school-related activity, regardless of its location. This includes off-site access to the school network from school or privately-owned/leased equipment.
3. Halcombe School use agreements will cover all board employees, all students, and any other individuals authorised to make use of the school Internet facilities and ICT devices/equipment, such as teacher trainees, external tutors and providers, contractors, and other special visitors to the school.
4. The use agreements are also an educative tool and should be used as a resource for the professional development of staff.
5. Use of the Internet and the ICT devices/equipment by staff, students and other approved users is to be limited to educational, professional development, and personal usage appropriate in the school environment, as defined in individual use agreements.
6. Signed use agreements will be filed in employees files
7. The school has the right to monitor, access and review all use. This includes personal emails sent and received on the schools computer/s and/or network facilities at all times.
8. The school has the right to audit at any time any material on equipment that is owned or leased by the school. The school may also request permission to audit privately owned ICT devices/equipment used on the school site or at any school related activity.
9. Issues relating to confidentiality, such as sighting student or staff information, reasons for collecting data and the secure storage of personal details and information (including images) will be subject to the provisions of the Privacy Act 1993.
10. The safety of children is of paramount concern. Any apparent breach of cybersafety will be taken seriously. The response to individual incidents will follow the procedures developed as part of the school's cybersafety practices. In serious incidents, advice will be sought from an appropriate source, such as NetSafe, the New Zealand School Trustees Association and/or a lawyer with specialist knowledge in this area. There will be special attention paid to the need for specific procedures regarding the gathering of evidence in potentially serious cases. If illegal material or activities are suspected, the matter may need to be reported to the relevant law enforcement agency.

Additional information can be found on the website http://www.netsafe.org.nz/kits/kits_default.aspx

At enrolment, all students must complete the Cybersafety Use Agreement before they can use any ICT equipment or have access to the internet.

Halcombe School Policy for the Online Publication of Student Images and Work

Purposes of online publishing

The school uses a range of learning technologies to enhance student learning. These include electronic mail (email) and the internet. From time to time, we publish on the school's website www.halcombe.school.nz material for educational purposes, to share the results of learning within the school community, and to promote the school within the wider community. This may include examples of students' schoolwork and images of students and groups of students involved in learning activities at the school and in the community.

Images of students may include scanned, digital, or video images of them taking part in school or class activities.

There are three main reasons the school publishes student material online:

- to educate the student in accordance with the national curriculum, including on the role and use of technology in society;
- to encourage the student to be part of and participate in the school community;
- to promote the school in the wider community.

GUIDELINE 1: The school will publish the material only on its own website (www.halcombe.school.nz) and on reputable & recognised websites endorsed by the Ministry of Education, such as the Ministry of Education's website The Online Learning Centre – Te Kete Ipurangi (www.tki.org.nz). The school may also recommend that student work, or the whole school website, be available through Te Kete Ipurangi.

GUIDELINE 2: The school publishes student material online for the following three main purposes:

- to educate the student in accordance with the national curriculum, including on the role and use of technology in society;
- to encourage the student to be part of and participate in the school community;
- to promote the school in the wider community.

Privacy and online publishing

Parents and students should be aware that the school cannot control who has access to the information published on its website or the other websites mentioned. In recognition of this, the school takes steps to safeguard the privacy of the students and to comply with the Privacy Act 1993.

GUIDELINE 3: The school acknowledges that it cannot control who accesses the websites on which students' images or material is published or the copying, by visitors to these websites, of images of the students and their work.

GUIDELINE 4: The school will identify students on the websites only by their first name and year at school. Students' surnames, home addresses, and telephone numbers will not be available on the websites.

Copyright and online publishing

The school also wants to publish original material that students create at school, including artwork, such as drawings and paintings, as well as stories, poems, and other literary work. Original material created by students attracts protection under the Copyright Act 1994. The students own the copyright in their own artistic and literary works. The school will not publish the works on the internet without authorisation in the form of a copyright licence from the students.

Given the age of the students, the school has decided that it will not publish online any image of a student or work they have produced without the written permission of each student's legal guardians.

GUIDELINE 5: The school will not publish a student's image or work without written authorisation from the student's legal guardians. The school will immediately remove all material relating to a student from its website if requested by a legal guardian of the student and, in any event, once the student leaves the school permanently.

School management of online publishing

The school will set the educational purpose for publishing students' work online. A student's image and schoolwork may be chosen for online publication if it meets this purpose and if the school holds the consent of the parent to publish the student's material online. The material chosen must also meet the standards required for the website on which it is to be published.

For example, if the student's schoolwork is to be published on the school website, it must not: defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third

parties (for example, the work must not contain substantial portions of another person's copyright material without permission). If the material is to be published on another website, such as The Online Learning Centre – Te Kete Ipurangi, then it must meet the publishing standards of that website.

GUIDELINE 6: The school will not publish material online that may defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties. All the student material published online will be subject to an editing process, which will include the correction of spelling and grammatical errors.

Permission sought by the school

The permission the school seeks is:

- authorisation to publish the student's personal image or work online as required by the Privacy Act, and
- a licence to publish any copyright work of the student online.

Enquiries

The school welcomes any enquiry from parents or students about the operation of this policy and has a designated privacy officer to discuss enquiries about students' privacy.

The school's privacy officer is:

Sue Simpson (Principal), Halcombe School, RD9, FEILDING 4779

GUIDELINE 7: The school has a designated privacy officer who is available to answer any enquiries from parents or students about the operation of the school's policy for the online publication of student images and work.

Disputes

The school has a procedure to resolve complaints or other disputes. This procedure is contained in the Halcombe School Information Book and online at the school's website www.halcombe.school.nz.

We will request permission at Enrolment and annually for the school to publish a child's image and/or school work online and in print media.

SCHOOL CHARGES 2012

At Halcombe School, we make a small compulsory charge to all families. School charges help us to provide a full range of resources and activities, including classroom essentials, such as tissues, and photocopying the weekly newsletter. Regular fundraising helps us to keep these charges to a minimum.

We also collect fees for the technology programme for Year 7 & 8 students. Students will receive full details of this programme in class.

Charges for 2012 will be:

Full year:

- \$10.00 per family
- Technology - \$50.00 per Year 7 & 8 student

Students enrolling in Term 2:

- \$10.00 per family
- Technology - \$25.00 per Year 7 & 8 student

Students enrolling in Term 3:

- \$5.00 per family
- Technology – no programme

Students enrolling in Term 4:

- \$5.00 per family
- Technology – no programme

An invoice will be sent when these charges are due. Please don't hesitate to contact the school if there are any problems paying these charges.

ESSENTIAL WORDS

The 290 words below are used most often when we write. Together they make up about 75% of most writing, so they are very important. These words have been arranged in alphabetical order and put in lists according to how often they are used. Because these words are used so often, it is very important that we learn to spell each one.

Essential List 1

(10 words – 25% of writing)

a	I	it	the	was
and	in	my	to	we

Essential List 2

(20 words – 15% of writing)

at	had	of	that	up
but	he	on	then	went
for	is	she	there	when
got	me	so	they	you

Essential List 3

(30 words – 10% of writing)

about	be	go	into	our
after	because	going	just	out
all	came	have	like	said
are	day	her	mum	some
as	down	his	not	were
back	get	home	one	with

Essential List 4

(50 words – 10% of writing)

again	do	next	people	time
an	first	night	put	took
around	food	no	ran	two
big	from	now	saw	us
by	good	off	school	very
can	has	old	see	well
come	him	only	started	what
could	house	or	their	will
dad	if	other	them	would
did	little	over	this	your

Essential List 5

(50 words – 5% of writing)

am	door	last	once	through
another	everyone	left	play	told
away	family	log	really	too
bed	five	looked	room	walked
been	found	made	something	want
before	friend	man	still	way
best	fun	more	thing	where
brother	heard	morning	think	which
called	here	name	thought	who
car	know	never	three	year

Essential List 6**(70 words – 5% of writing)**

also	cool	eyes	head	jump
always	dark	fell	hit	knew
asked	decided	felt	how	later
black	dog	find	inside	life
boy	eat	four	its	live
bus	end	gave	it's	lot
cat	even	getting	I'll	lunch
coming	every	great	I'm	make
minutes	place	sister	top	water
most	ready	sleep	town	while
much	ride	suddenly	tree	why
nice	right	take	turned	window
opened	run	tell	until	woke
outside	say	ten	wanted	yes

Essential List 7 (60 words – 3% of writing)

any	each	ground	money	soon
baby	ever	guard	mother	stay
bad	everything	hand	myself	stop
ball	face	happened	new	swimming
being	fast	happy	parents	tea
bit	father	help	picked	than
boat	few	hole	playing	tried
bought	finally	hot	presents	under
camp	finished	hour	road	wait
dead	game	let	side	won
died	girl	look	small	work
doing	gone	many	sometimes	world

Essential List 8 (Commonly Misspelt Words)

allowed	centre	dollars	friends	lightning
second	wasn't	awhile	chocolate	don't
front	luckily	someone	watch	believe
clothes	everybody	grabbed	nearly	stopped
weren't	breakfast	couldn't	everyday	having
police	straight	we're	brought	didn't
everywhere	holidays	present	they're	whole
cannon	different	excited	hopped	probably
threw	won't	can't	disappeared	favourite
hospital	quiet	tomorrow	you're	caught
doesn't	field	instead	scared	video
programme				

CORRECT SWIMWEAR REQUIRED

We require all people entering the pool to wear the correct swimwear.

- **TOGS**
- **RASH SUITS** (made from lycra or nylon)
- **BOARD SHORTS** (must be above the knee).



ITEMS OF CLOTHING NOT PERMITTED

Anyone wearing the items listed below will be asked to leave the pool or change the clothing.

- **STREET CLOTHING**
- **BOXER SHORTS**
- **UNDERWEAR**
- **TEE SHIRTS**
- **SHORTS THAT HANG BELOW THE KNEE**

Conditioner and Combing:

a technique for the
detection and/or treatment of head lice

- Conditioner and Combing is the most effective way of finding head lice.
- Conditioner and Combing is also an effective way of treating head lice, particularly mild conditions.
- The Conditioner stuns the head lice for some minutes so they can be easily removed.
- Conditioner and Combing is cheap. It also avoids the use of head lice chemicals (insecticides).

You will need: • White hair conditioner • An ordinary comb • A fine tooth comb • Hair clips
• White tissues • A Magnifying glass • An old toothbrush • Plastic bag

Technique:

- Untangle dry hair with ordinary comb.
- Use sufficient conditioner to cover the whole head from roots to tips and comb through with an ordinary comb. It is important to have no dry areas for the head lice to escape to.
- Divide and clip hair into small sections. (This should ensure coverage of whole head).
- Take one section at a time and carefully Fine Tooth Comb from the roots to the tips.
- Wipe the comb on the tissue and check with the magnifying glass for head lice and/or eggs.
- Continue until all the conditioner has been combed out of the hair.
- The old toothbrush may be used to clear debris from the Fine Tooth Comb.
- Wash hair normally.

When finished carefully dispose of all tissues (tied up in the plastic bag) and clean combs and toothbrush in hot water.

Repeat this technique every 2 days until no live head lice have been found for 10 days.



Conditioner and Combing takes time but it is an effective and cheap way of eliminating head lice

TO prevent HEADLICE AND reduce THE SPREAD

It is impossible to prevent headlice completely because they are common in the community and children often come in contact with each other at school and at other activities.

- Brush hair every evening. This may help kill or injure lice and stop them from laying eggs. Bend the head forward with hair hanging down. Brush hair with a firm bristled brush from scalp outwards, especially around the hairline behind the ears and the back of the neck.
- Don't share brushes and combs. Everyone in the family should use their own brush and comb.
- After treatment for headlice clean brushes, combs, towels and pillowcases with hot water and detergents. If possible dry pillowcases in a hot dryer.

Because lice do not live beyond 48 hours it is rarely necessary for additional washing and cleaning of other articles.

- Children should hang their clothes on their own hook at school.
- Children should keep their clothes apart from other children's in swimming changing sheds.
- If LIVE lice or eggs are found:
 - check everyone in the house
 - tell friends and other contacts of your child at school or preschool.
- Treat all affected family members at the same time. This may minimise chance of re-infestation.

The CHECKLIST

- Check every week. During outbreaks check daily after live headlice are found and treated.
- Brush hair every evening to reduce headlice numbers.
- Treat if you find LIVE insects or eggs within 1cm of the scalp.
- Treat using a shampoo from your chemist. Repeat a week later.
- Ask your chemist for advice and information.

Re SCHOOLS

When your child is treated for headlice, alert school contacts and friends. If there is a headlice outbreak, the school may inform parents and caregivers, or send information home to remind parents about headlice.

Children should not be excluded from school because of headlice.

If headlice are a particular problem in any school the public health nurse may assist the school to provide information and advice to parents.



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Headlice FACTS



Headlice FACTS

Headlice are a common problem all over the world. They are small, flat insects about 2-3mm long that breed all year round.

Headlice:

- live on the human scalp – which provides food and warmth for their eggs to hatch
- feed on human blood through the scalp 5 or 6 times a day
- cannot jump, fly or swim
- do not carry disease
- remain on the head after swimming or bathing/showering.

Headlice may cause itching, but do not usually cause disease. Occasionally scalp infections requiring treatment may develop.

Life CYCLE

Female lice lay about 7 - 10 eggs each night. Eggs are laid close to the scalp. Each egg is firmly glued to a hair.

The eggs (nits) are small and hard (like a grain of salt) and are normally pale grey in colour. After hatching, the nits (empty egg cases) are white.

Eggs hatch in 9 days and a louse will live for 40 days.

Headlice are sometimes given other names like 'nits', 'kutsis', 'kutu bugs' or 'head louse'.

Looking FOR HEADLICE

In school age children check for headlice regularly once a week.

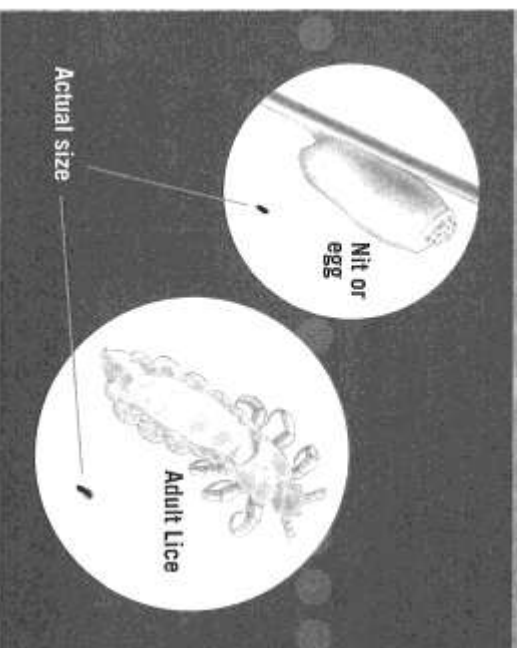
Look over the scalp for insects or eggs, especially:

- around the hairline at the back of the neck
- behind the ears
- on the crown.

Use a fine-tooth comb on wet hair to find lice. Scratch marks or a rash can be a sign that your child has headlice. Not all children complain of itchy heads.

Eggs are laid next the scalp and hair grows about 1cm a month.

Therefore any eggs found more than 1cm from the scalp will have hatched and died. You can remove these eggs. You do not need to treat again if treatment is completed.



When TO TREAT

- If you find a LIVE insect on the scalp
- If you find eggs within 1cm of the scalp.

How TO TREAT

Speak to your pharmacist/doctor/or practice nurse for advice about what treatment to use and how to use it.

You need a special shampoo or lotion (containing insecticide) available only from your chemist or doctor to kill both the insects and eggs.

Always follow the manufacturer's recommendations supplied with individual treatments. Some treatments are used twice, 7-10 days apart.

After using shampoo, dead eggs are left. Treatments and combs will not remove dead eggs. The eggs can each be removed between finger and thumb. Vinegar may help to loosen the glue the eggs are held on with, but will not kill them. Recheck your children's heads after a week and make sure they brush their hair every night.

What DOES NOT WORK

Ordinary shampoo or soap will not kill headlice. Wet combing with a fine-tooth comb is not usually effective on its own. Herbal treatments and remedies are not usually effective.

DO NOT USE

Flyspray, kerosene or animal remedies, as these may harm children.