



*"On A Great Learning Adventure"*

*Welcome to*

**NORSEWOOD & DISTRICTS' SCHOOL**



# **Information And Procedure Booklet**

This booklet is designed to help you as parents/caregivers to gain an understanding of the day to day procedures, some important policies and guidelines that will help form a positive partnership with Norsewood and Districts' School.

# **2024**

Contact phones: 06 374 0870 or 021 0855 9015

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# WELCOME TO NORSEWOOD & DISTRICTS' SCHOOL

E NGA MATUA TENA KOUTOU



## OUR STRATEGIC GOALS

Goal 1 - GREAT Learning	Goal 2 - GREAT Learners	Goal 3 - GREAT Community
<p>At Norsewood &amp; Districts' School All learners are provided with opportunities to be part of Great Learning with a strong emphasis on Equity &amp; Excellence and Wellbeing &amp; Achievement for all learners.</p>	<p>At Norsewood &amp; Districts' School All Learners are provided with opportunities to succeed with a strong emphasis on Equity &amp; Excellence and Wellbeing &amp; Achievement for all learners.</p>	<p>At Norsewood &amp; Districts' School Our Community is engaged with, to form strong learning partnerships with a strong emphasis on Equity &amp; Excellence and Wellbeing &amp; Achievement for all</p>

## House Shields and colours



THOR - blue



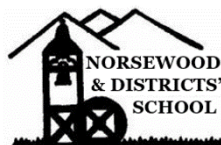
HOVDING - green



ERIK- red



ODIN - yellow



*"On A Great Learning Adventure"*

## **Norsewood and Districts' School Description** **'On a GREAT Learning Adventure'**

Norsewood School was established in 1873 and became a merged school in 2004. The School has a proud Scandinavian and Maori heritage, and participates in Norway Constitution Day celebrations each year.

Norsewood and Districts is a rural, co-educational, full primary school with an average roll of 70 students drawn from the catchment areas of Te Uri, Ormondville, Makotuku, Matamau and Norsewood districts.

Students come from a diverse range of backgrounds and participate in a wide range of social, academic, cultural, and sporting events that extend their knowledge and understanding of the wider world.

Norsewood and Districts' School has an attractive and inviting environment for learning and play; a U shaped building complex, modern staff areas, an attractive well- resourced library, specific areas for small group learning, generous hard-court and grassed areas, two exciting adventure playgrounds and a swimming pool.

The BOT, teaching staff, ancillary staff and parents are committed to affecting change by promoting high student achievement, high quality citizenship, a strong values-based culture and community involvement.

The local environment provides rich opportunities for contextual learning in real life situations. Norsewood & Districts' School has an attractive and inviting environment for learning and play.

Academic programs focus heavily on literacy and mathematics that aim to give students 'hands on' experiences; giving them contextual opportunities to 'learn by doing' and challenge their curiosity.

### **Values**

Our School Values derive from our vision *On a GREAT Learning Adventure*. All stakeholders were surveyed and these values are the one's which are strongly recognized by our community.

### **GREAT**

**G** - Give it a Go

**R** - Respectful

**E** - Empowered

**A** - Attitude and

**T** - Thinking

### **Ministry of Education Donation Scheme**

Norsewood and Districts School is part of the Ministry of Education Donation Scheme. This money helps cover costs and we do not ask for school fees.

## SCHOOL PERSONNEL 2023

### STAFF

Angela McQuarrie	Principal
Hiraina Tamihana	Deputy Principal
Kirsten Selfe	Teacher Years 6 - 8
Rainer Arnold/Angela McQuarrie	Teacher Years 3 - 5
Hiraina Tamihana	Teacher Year 0, 1 & 2
Hannah-Mae Pilkington	Teacher Year 0, 1 & 2
Margaret Streater	Office Manager
Andrea Palmer	Teacher Aide/Office
Jenny Stewart	Teacher Aide
Vanessa Chapman	Teacher Aide
Jackie Chalmers	Lunches in Schools manager
Shane Veale	Grounds person/Caretaker
Liz Louk	Bus Driver (Makotuku and Norsewood)
Henk Domper	Bus Driver (Ormondville)

### BOARD OF TRUSTEES

Sara Smith	Residing member
Trudy Rankin	Parent representative
Stuart Radcliffe	Parent representative
Cameron Rolston	Parent representative
Frances Duley	Parent representative
Angela McQuarrie	Principal
Hiraina Tamihana	Staff Trustee
Margaret Streater	Board secretary

The Board of Trustees are elected members of the community who help govern the school and its operations. The Board generally meets at 5.15 pm in the Staff Room on a **Monday night**, twice during Term time. Parents, caregivers and other members of the community are most welcome to attend as observers. Any request for speaking rights needs to be agreed to by the Board Chair prior to the meeting. Minutes from Board Meetings, after confirmation are readily available in a folder in the School foyer.

### SCHOOL SUPPORT GROUP

Angela McQuarrie	Principal
Hiraina Tamihana	Staff Representative
Michelle Brown	Treasurer / Cattle scheme
Jackie Chalmers	Secretary

The group is made up of school parents/caregivers. Parents/caregivers are encouraged to attend meetings and contribute.

Meetings are generally held once a term

## Term Dates 2024

TERM 1	Wednesday 7th February to Thursday 12 <sup>th</sup> April
TERM 2	Monday 29 <sup>th</sup> April to Friday 5 <sup>th</sup> July
TERM 3	Monday 22 <sup>nd</sup> to Friday 27 <sup>th</sup> September
TERM 4	Monday 15 <sup>th</sup> October to Wednesday 19 <sup>th</sup> December
Total half days 388	

### Holidays during the year are:

Waitangi Day 6<sup>th</sup> February

Good Friday – 29<sup>th</sup> March & Easter Monday 1<sup>st</sup> April & Easter Tuesday 2<sup>nd</sup> April

Anzac Day – Thursday 25<sup>th</sup> April (school holidays)

King's Birthday – Monday 3<sup>rd</sup> June

Matariki – Maori New Year – Friday 28<sup>th</sup> June

H.B. Anniversary – Friday 25<sup>th</sup> October

Labour Day - Monday 28<sup>th</sup> October

## School Hours

The expected arrival time at school is from 8.30am onwards. Children who on occasion arrive early, need to wait on the veranda in front of the Library entrance.

8.30 am - 8.50am	Teachers in classrooms to greet children and make final preparations for the day
8.50 am	Assembly Mondays and Fridays Session One
9.30 am	Brain Food / Smart Moves
10.30 am	Morning Tea
11.00am	Session Two
1.00 pm	Play time
1.40 pm	Children eat lunch
2.00 pm	Session Three
2.50pm	Home Assembly areas

This programme varies slightly on Fridays.

## PROPOSED ANNUAL EVENTS CALENDAR 2024

TERM 1	Country Schools' Swimming Sports Inter School Swimming Sports Goal Setting Discussions
TERM 2	Barefoot 7's tournament Constitution Day Winter Sports Begin Inter School Speech competition School Cross Country Inter School Cross Country Matariki celebration
TERM 3	Interschool Mathematics Settler's Day Kapa Haka Festival
TERM 4	Science Fair Rangitoto Day (Takapau, Sherwood and Norsewood and Districts' Schools) School Pet Day Summer Sports Begin Inter School Athletics Student Progress (written reports) School End of Year Function



# SCHOOL CURRICULUM AND CLASSROOM

## Follow Up Learning at Home:

Teachers operate their own home-practices programme and expectations. They will be explained in each Term's class newsletter.

Likely practices are;

- *Reading*

To support all reading programmes at school we expect caregivers to listen to children read and read stories to them as often as possible. All children love listening to stories.

- *Learning Spelling & Basic Number Facts*

Checking on the accuracy of spelling words, testing knowledge of all basic number facts and tables is beneficial to progress and achievement in Mathematics and Literacy

- *Current Events*

Reporting on news - either local, national or international is an activity encouraged school-wide. Some pupils depending on age and ability may require parent help with this activity.

- *Curriculum and Topic Based Studies*

Teachers may request follow up activities or the completion of studies started in class.

Children are not expected to labour over assigned work. If they have worked conscientiously for 30 minutes then that is generally sufficient. Year 7/8's may be required to do more occasionally. Homework is not intended to be a dreaded task so caregiver/parental assistance is encouraged, as required, to make your child feel more at ease. Some tasks are set to encourage parent participation.

- *Encouragement and Parent Participation*

Children may need encouragement to complete tasks and often tasks are set to encourage parent participation.

- *Other Suggested Home Activities*

These could consist of word games, card games, handwriting practice, drawing, painting, PE skills and much more.

## Technology Classes at Dannevirke High School

This curriculum subject is compulsory for Year 7 and 8 students who are transported by bus to Dannevirke Technology Centre one day a week in Terms 2 and 4. Our school office must be notified of any intended absences so that DHS can be duly notified.

*There is a charge to parents for consumable materials used throughout the year of \$40.00*

## Kapa Haka

All children are encouraged to be part of the Kapa Haka group.

## Tikanga and Te Reo Maori

We operate Tikanga and Te Reo Maori programmes for our students which cover aspects of Marae protocol, local legends, traditions, weaving, carving, action songs, games, powhiri, mihi, conversation reo and greetings.

## Fitness and Physical Education

Planned activities are essential and compulsory. All children are expected to take part unless a written note or telephone message from parent/caregiver is received, giving good reason for their non-participation. A change of clothing for PE lessons is advisable and encouraged. For lunchtime field play and sport, a change of clothing is compulsory.

## Scandinavian Dancing and Heritage Studies

Norsewood & District School has a tradition of performing Scandinavian dances in costume on special occasions e.g. Constitution Day/Norway Day.

Through social science studies we endeavour to preserve the special Scandi heritage of the district. National Scandinavian flags are usually flown on significant occasions.



# SCHOOL PROCEDURES:

## Enrolments

On admission of a child, parents/caregivers will be issued with an Enrolment Form to complete. It is most important to fill out all details; parent contact details, emergency contact numbers, health details and ethnic identification. Please remember to sign and date the form. Please advise the school promptly when changes occur, whether for the short or long term.

**A copy of the child's birth certificate or passport is required to be sighted on enrolment to verify the date of birth as being correct. A copy will be put on file.**

The parent's/caregiver's passport and child's passport and visa are also required to be sighted if the child is not a New Zealand born citizen. This will assist with verification of the child's visitor/resident status or qualification for free education, if parents/caregivers have a work permit.

A copy of your child's vaccination history is also required. A copy of this will be taken and kept on file also.

## Absences

Students must attend school regularly unless illness or special family circumstances prevent it.

An explanation of all absences is required. A phone call, message on the school answer phone or written note from parents/caregivers will suffice. You can also send an absence notification via the Skool Loop app which can be downloaded onto your phone for free. After a period of three days of unexplained absences the Truancy Service is automatically notified. If a student is travelling overseas during term time, a written letter recording dates of absence is required.

If your child is not attending school on any given day you are required to notify the school prior to 9.30am on the morning of their absence, giving the reason for their absence.

It is important that we know at the start of each school day the whereabouts of all children, to ensure their safety.

## Pre-School Visits

Parents/guardians are encouraged to arrange up to four pre enrolment visits in the month prior to their child's 5<sup>th</sup> birthday. Visits will generally be for the morning sessions which need to be arranged with the junior class teacher. Parents are required to complete a 'Disclaimer Form'.

It is illegal for pre-school children to travel on school buses unless accompanied by their parent or guardian.

## School Uniform Dress

There is a set standard of dress is required for school and field studies. **Refer to the School Uniform Procedure and Uniform Requirements in the appendices section.** All uniform items need to be clearly named. Long hair is to be tied back. School hats must be worn in Terms 1 and 4. We encourage the wearing of the school beanies during Terms 2 & 3.

On field trips and visits to other schools, children wear the school uniform unless directed otherwise by the lead teacher or Principal. Sports jackets and tops are supplied to students representing Norsewood and Districts School at interschool events. Year 7 & 8 technology students need to wear acceptable clothing and leather shoes as requested by the DHS Technology Centre.

The following jewellery is allowed; a wristwatch, small studs - one plain gold, silver or a birthstone, blessed pounamu, no other body piercings.

Children do not wear their outside shoes in classrooms. Students may wear slippers or other suitable indoor footwear in the classroom.

## **Assemblies**

An assembly is generally held every Monday morning at 8.50am to issue reminders, give important messages, announce birthday wishes, listen to student sports' reports. It is important that children arrive at school on time for assembly.

We also do a draw on Monday from the previous week's "Caught being Good" cards. The first name out receives a book and then there are 3 award pencil draws.

## **Wet Days**

Inside games and activities are provided for students during wet morning tea and lunchtimes.

## **End of Day Departure**

We have a very good system at the end of the day to ensure children meet their expected destination.

**Please make sure that the school is notified directly of any changes from the normal arrangement. Otherwise bus students will be sent home on the bus if no message is received. To ensure safe practice, it is not sufficient for students to advise us of any changes. Students are not permitted to take friends home on the bus after school with them unless the parents have made an arrangement with the bus company.**

## **Lost Property**

As clothing can be easily mislaid and expensive to replace, we recommend clear naming of all clothing. **It is a requirement that all uniform items are named** to allow matching up with owners of lost garments with ease.

## **Illness**

Please be considerate and co-operative by keeping your children at home if they are ill. It is not advisable to send children to school if they are clearly physically or mentally unwell as it can put other children at risk. If infectious diseases or sores are involved, your doctor should advise as to when a child is able to return to school. Head lice is also an infectious disease that requires treatment before a child can return to school.

## **Medical Attention**

The responsibility for seeking medical attention for a sick or injured child is the parents/caregivers. However, there are occasions when parents cannot be contacted, in which case the Office Manager who a trained first aid person will attend to the child (if the Office Manager is not available another trained first aid person will attend to the child) and if necessary contact your family doctor or the nearest emergency clinic or hospital depending on the severity of the injury. e.g. Bad cuts, possible fractures or concussion.

## **Withdrawal of Students**

If you need to withdraw your child from school for any outside activities or under urgent circumstances, the same procedure applies as for absences. The Office Manager needs to know the whereabouts of students during school hours and the reason for the withdrawal. Any collection of children needs to be communicated via the School Office and the child/ren need to be signed out.

## **Lunches**

We run a "lunches in school" programme at Norsewood & Districts School and these lunches are prepared on-site by Whaea Jackie. Whaea Jackie also runs our "breakfast in schools" programme and Kids Can to ensure most of our student's needs are met.

## **Parent Help**

We often call on parents/caregivers to help with a variety of activities including sport, library maintenance, educational trips, fund raising and other programmes of work. Please let the school know of any talents, skills or interests you are willing to share with children and teachers or other ways you might like to help. Your assistance will be most welcome.

## **Equipment/Toys/Cell phones/M3 players/iPod**

Occasionally younger children may bring toys to school to talk about in class. Otherwise, please do not send them. Please do not send expensive or fragile items to school as teachers are not cannot be expected to take responsibility for such items.

Sports and play equipment will be supplied for playtimes during regular school hours.

iPod, mobile phones are not allowed at school during school hours, nor on buses. If a student needs to bring a mobile phone, it is required to be handed in to the office before school and collected after school.

## **School Transport Service**

The rules and regulations for bus transport assistance are set by the Education Act 1997.

We insist on sensible bus behaviour. All families are issued with a 'Bus Routines, Expectations and Rules' sheet at the start of each new year. The bus controller, currently the Principal, will follow up on any reports from drivers or the Go Bus supervisor. If deemed necessary, the bus controller will either issue warnings or enforce a withdrawal period for any inappropriate behaviour. The general procedure is as follows:

Step 1 First verbal warning - recorded

Step 2 Verbal warning recorded and parents advised

Step 3 Withdrawal period for a set number of days - parents advised

Step 4 Continued repeat offences. Extended withdrawal period

Step 5 Withdrawal period of one school term and/or indefinitely.

The severity of an incident will determine the step placement and therefore withdrawal may be instant.

**Please bear in mind that the use of service provided is a privilege not a right.**

The three bus routes are under Ministry of Education contract.

## **Travel Assistance**

Parents are asked to provide transport to and from various events and activities throughout the year. Please assist wherever possible to share the load and at the same time support and share in the children's learning activities.

## **Emergency Drills**

Emergency fire evacuation of the buildings is practised at regular intervals, generally once per term. Teachers are encouraged to practise an earthquake drill once each term also.

In the event of a serious emergency, such as a severe earthquake, children will be held at school until it is safe for parents to collect them. The school is the local Civil Defence Centre and the local volunteer fire brigade is always ready to aid if necessary.

## Sun Smart

Our Sun Smart Policy requires children to wear their uniform hats and sun block lotion during Terms 1 & 4. We encourage the children to eat and play in the shade and to understand the effects of over exposure to the sun. Although the school has a supply of sun block, children are encouraged to be responsible for their own.

If children misplace their hats they will be required to stay in a designated shaded area at break time.

## Cycle Safety

We ask that parents/caregivers of cyclists teach their children to ride safely and ensure that they can:

- control their bicycle well
- know the road code
- have developed a good 'road sense'

before allowing them to bike to school. A letter is requested stating that permission is given, allowing your child to cycle to and from school. The accepted age of suitability for independent road riding is 10 years old.

Children are required by law to wear a NZ Standard's Approved cycle helmet at all times when riding their bikes.

Cycles should be maintained in good order and checked thoroughly on a regular basis.

## School Accounts

School accounts are computerised and emailed home throughout the year. If you have any queries, please contact Margaret at the school office.

If sending money to school, please ensure that it is in an envelope and clearly labelled. The school bank account number is printed on the accounts for those who wish to pay by direct credit. Families may pay a sum in advance if they wish to keep their account in credit.

**Accounts can be paid in instalments by direct debit. Enter your child's name as a reference. Our account number is 03 0614 0569971 00.**

## Newsletters and Notices

A School newsletter will be sent home via the eldest child in the family on Thursday afternoons. A copy will also be emailed out and is also available on the school website and Skool Lopp App which you can download onto all cell phones for free. We highly recommend that you use this app to keep up to date with all school information.

A district newsletter "District Happenings" is also distributed at the start of each month to all householders in the Norsewood, Ormondville, Makotuku and Te Uri districts. If you would like a copy if you live outside the distribution area, please let the school office know and we will send one home to you.

## Reporting on Children's Progress and Achievements

Teachers are available for parent/teacher discussions on most school days after 3pm by prior agreement. Please contact a teacher to make an appointment if necessary and state the purpose of the discussion so that teachers can be professionally prepared.

Goal setting meetings take place early in Term 1. Twice a year parents/caregivers receive progress reports on children's academic and social achievement. The first is during the last two weeks of Term 2. These will be in the form of Student led conferences, and you will be notified when times can be booked via the Skool Loop app. The discussions focus on academic and social achievements, English and Mathematics achievement against the National Standards, other curriculum areas, and areas to work on for the second half of the year. Then towards the end of Term 4, individual student written reports are sent home. These cover all major curriculum areas.

## Behaviour Management

We believe that through early intervention and parental co-operation, inappropriate student behaviour can be minimised. An effective plan ensures that learning and social expectations are met. The plan is reviewed regularly, at least annually. The plan may not always work for some children but is designed to safeguard all children. This year, we have become a B4L school to assist in behaviour issues.

The Behaviour Management Procedure, Explanations and Behaviour Plan can be viewed on the SchoolDocs website.

## School House System

Students are placed, at enrolment into a house of Scandinavian origin; (Thor, Hovding, Erik, Odin). There are leaders for each house. A points system is used in classrooms for academic achievement and good citizenship. House points are also awarded for Merit, Star of the Week, and other certificates. A house treat is given to the winning house at the end of each term.



**HOVDING HOUSE LEADERS**  
Amelia, Emerson & Riley



**ODIN HOUSE LEADERS**  
Lincoln & Toko



**ERIK HOUSE LEADER**  
Zion



**THOR HOUSE LEADERS**  
Lachlan, Tyanna & Braxton

## Self - Review

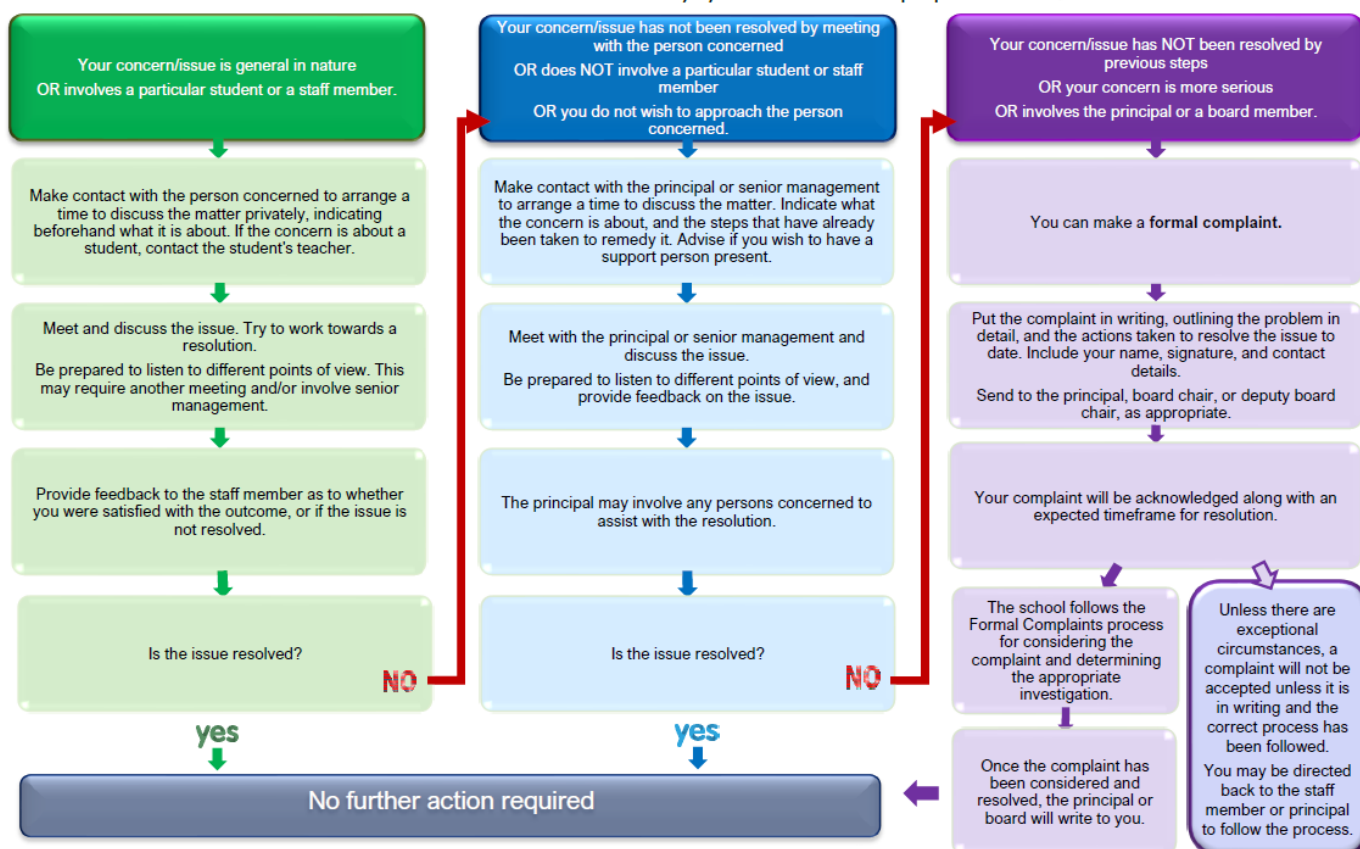
Norsewood & Districts' School has an ongoing programme of Self Review, ensuring that sound policy and efficient procedures in curriculum, employment, financial and property matters are evident.

## Policies and Procedures

The Board reviews all policies over time on a 3-yearly cycle or as needed. Procedures are regularly reviewed and updated as needed. All policies can be found on the School Docs website, [www.schooldocs.co.nz](http://www.schooldocs.co.nz). You can log in to our school policies by using the login: Norsewood and the password: learning. Parents and caregivers will be notified of relevant procedures as they are reviewed e.g. uniform, behaviour management, complaints etc.

## Concerns and Complaints Process

Most concerns can be resolved informally by discussions with the people concerned.



This flowchart aligns with the school's Concerns and Complaints policy and procedures.

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The best way to resolve concerns is to initially address them at a 'low level'.

- Step 1**      **Concern** - Approach the classroom teacher.  
                  **Best Solution** - Concern resolved by informal means
- Step 2**      **Concern Continues** - Approach the Principal.  
                  **Best Solution** - Concern resolved to everyone's satisfaction by informal means
- Step 3**      **Dissatisfaction Continues** - a written complaint to be forwarded to the BOT  
                  an 'Investigation Committee' is set up to consider the complaint and response.  
                  **Best Solution:** - Committee finds lack of merit on substance and the case is dismissed.
- Step 4**      **Investigation Committee finds substance in complaint**, Report findings to full Board  
                  which makes recommendations. **Best Solution** - Full Board disagrees and case is dismissed.
- Step 5**      **Investigation Committee finds substance in complaint** Report findings to full Board  
                  and makes recommendations. Full Board agrees. **Best Solution:** - Recommendations are acted upon



## Parking

Please keep to the marked parking areas. Parking on yellow lines is against the law, as is double parking. On occasions there will be a need for vehicles to enter the grounds. Only in the event of an emergency or working bee, loading or unloading equipment will vehicles be permitted to enter the grounds. The preferred entrance is via the Thor Street gate next to the swimming pool or the field entrance which is also off Thor Street.

The Bus Bay on Thor Street is for bus parking only.

## Working Bees

Working bees will be called for by the Board when the need arises. They are generally arranged for ground and building maintenance work.

## Staff Contact

Please arrange a time by contacting the school office or organising directly with a teacher, if you wish to discuss any matter at length with teaching staff. Staff certainly welcome a greeting in the morning, but cannot discuss children's progress between from 8.30am - 8.50am as they are greeting children in their classrooms and making final preparations for the day.

The Principal is usually able to meet with parents and caregivers as needed, but on occasions an appointment time may be necessary. Often a simple enquiry can be answered by the Office Manager. Please don't be offended if you are asked to make an appointment.

## SCHOOL EVENTS:

### Interschool Sports, Academic and Cultural Activities

Our school participates in numerous interschool sports, academic and cultural events throughout the year. Assistance with transport and supervision is often required. Students are selected on merit for most events. A high standard of behaviour is expected at all events.

### Saturday Sports and Other Out of School Activities

Involvement in out of school and Saturday sports is encouraged and there are many opportunities available for students to participate.

Sporting activities that are available in Dannevirke include athletics, swimming, gym, rugby, soccer, hockey, netball, basketball and martial arts. The school office has a list of personnel contacts.

Other activities available include ballet, dance, drama and public speaking.

### Pet Day

All children are encouraged to participate in the annual School Pet Day. Some may have pets while others will be involved in class-based aspects.

### Rangitoto Day

Rangitoto Day is an annual group event held between Takapau, Sherwood and Norsewood & Districts' School. This is hosted alternately by each school.

## EDUCATION OUTSIDE THE CLASSROOM (EOTC)

### Manawatu River Planting Project



### Armistice Day



### SCHOOL/LOCAL FACILITIES:

#### School Library

Our school is equipped with a wonderful collection of library books. All classes are scheduled a library time regularly for exchange and returns as well as library skills.

All children are encouraged to treat all books with care. As the school has limited funds, we request reimbursement to cover lost or damaged library books.

#### Health Centre Nurse

The Norsewood & Districts' Heath Centre is open on Monday 9.00am - 12noon; 2.00pm-5.00pm by appointment. Wednesday 1.30pm - 4.30pm - walk in. Friday 9.00am - 12noon - walk in. Appointments can be made by phoning 374 5691. Health Centre phone is 374 0995. This is a confidential service.

#### Dental Care

The mobile dental clinic generally visits once a year. The dental nurse or her assistant can be reached at other times if required at South School Clinic, Stairs Street, Dannevirke, telephone 374-7361. Dental checks are available for pre-schoolers.

#### Use of School Phone

The school telephone lines are not generally for children's use. However, on occasions children may need to ring home from the school office.

## Heated Lunches

Children are able to bring food (e.g. left overs, toasted sandwiches, muffins) to be heated in the school oven any day. This food can be handed to the school office at morning tea time and collected at lunchtime. Please ensure food is wrapped appropriately, usually in tin foil and clearly named with a permanent marker.

## Use of School Grounds and Equipment

School community families are encouraged to use the facilities available at school; adventure playground, playing field, tennis/netball/basketball courts and BBQ tables. It is an expectation that the facilities will be fully respected.

## Photocopying and Laminating.

Photocopying (black & white and colour), laminating and binding facilities are available at a minimal cost. Enquire at the school office.

## Scholastic Book Club

Approximately twice a term, book order forms are distributed to children. There is no obligation to buy the books. The selections are of good appeal and literary value. Prices are competitive.

## School Photos

Individual, class and family photos are arranged generally on an annual basis.

## School Stationery Purchases

Families have the option of buying their children's school stationery at the start of each school year. These are very competitively priced and ensure children have the correct books requested by their teacher. Other stationery requirements throughout the year can be purchased from the school office. The School does not use the purchase of stationery as a fund raiser.

## School Trips and Activities

During the year children are involved in these. Parents will be advised of costs and advised that these can be paid or entered onto school accounts. School Support Group funds most activities and additional curriculum requirements such as classroom resources, Maths Buddy, Reading Eggs, Swimming Transport and Pool Hire, Performers in School and Life Education.

## Social Worker In schools (SWiS)

Norsewood and Districts' School is able to access the Social Workers in Schools' Service. The overarching goal is to enhance life outcomes for children whose social behaviour and sometimes family circumstances cause concern.

Dayna is the social worker employed by the SWIS Service under the umbrella of Dannevirke Family Services. Dayna visits school on a regular basis and referrals are made on an individual needs basis. Referrals can be made by parents/caregivers, staff or Principal.

The Principal must be informed of all referrals.

Dayna can be contacted on 374 5029 at Dannevirke Family Services, Huia Range School 374 6444.

# NORSEWOOD & DISTRICTS SCHOOL UNIFORM POLICY

## Guidelines:

1. A regulation uniform is compulsory for all students at Norsewood & Districts School. New students who enrol during the year have seven days from the date of enrolment to purchase their uniform.
2. Parents are free to select any combination of uniform items, from the uniform list to suit the weather conditions. There is no official summer or winter uniform. However, students are not permitted to layer uniform items e.g. wearing a long polo shirt under a short sleeved one. Thermals may be worn and should be navy, black or white and not visible under the uniform, i.e. short polo shirt and long sleeved thermal.
3. Students are not permitted to wear non-regulation clothing items.
4. If students are unable to wear their uniform for any reason an acceptable explanation in writing is required.
5. Embroidered logo red school polo tops, embroidered logo navy jackets and navy bucket hats can be purchased from Stitch Me, 136 Adelaide Road, Dannevirke. Phone 3749947. Navy skorts, navy shorts and plain navy no-logo track pants can be purchased from the Warehouse or Postie Plus. Some second hand uniforms are available from the school office. Assistance from WINZ is often available for the initial outlay.
6. No jewellery is to be worn other than a wrist watch, blessed pounamu, sleepers or plain birthstone studs. No other body piercing is permitted.
7. Hair that is below shoulder length needs to be tied up with a navy blue, black or red plain hair tie or headbands in the same colours.
8. It is encouraged that students change into sports gear for any lengthy physical education activities. There is no official sports uniform except for netball, rugby and interschool fixtures. The school provides uniforms for these.
9. A regulation navy blue school sunhat (bucket style or with a wide brim) is compulsory during Terms 1 and 4. A plain navy, black or red beanie may be worn during Terms 2 and 3. Plain jackets in black, navy or school red with no logos may be worn outside the classroom in cooler weather.
10. Footwear is sneakers/shoes of any colour (no wheels); leather lace ups/Velcro or t bar shoes or roman sandals are preferred.
11. **Plain** black, navy and white socks (no stripes). Plain navy or black tights may be worn in winter.
12. All Year 7 and 8 students attending Technology at Dannevirke High School are required to wear covered leather shoes at all times.
13. The school uniform must be kept clean and tidy and worn correctly with pride at all times.
14. It is a requirement of this policy that all clothing and footwear items are clearly named.
15. A student who fails to wear the uniform correctly is deemed to be breaking the school's expectations and any continuing non-compliance will be followed up with parents/caregivers.

## Uniform Requirements and Description

<b>BOYS</b>	<b>GIRLS</b>
<p><b>Hat</b> - Regulation Navy Blue. (Plain bucket hat style or wide brim). School logo only Compulsory during Term 1 &amp; 4</p> <p><b>Beanies</b> - Plain navy blue, plain black or school red. For use during Terms 2 &amp; 3</p>	<p><b>Hat</b> - Regulation Navy Blue. (Plain bucket hat style or wide brim). School logo only Compulsory during Term 1 &amp; 4</p> <p><b>Beanies</b> - Plain navy blue, plain black or school red. For use during Terms 2 &amp; 3</p>
<p><b>Polo Shirt</b> - Regulation Norsewood &amp; Districts Red Polo shirt with Navy edging on collar and sleeves with Logo screen -printed on left chest. Long or short sleeved</p>	<p><b>Polo Shirt</b> - Regulation Norsewood &amp; Districts Red Polo shirt with Navy edging on collar and sleeves with Logo screen -printed on left chest. Long or short sleeved</p>
<p><b>Shorts</b> - Navy Drill Shorts</p> <p><b>Longs</b> - Plain navy blue pants or trackpants - No Logos</p>	<p><b>Shorts</b> - Navy Drill Shorts</p> <p><b>Longs</b> - Plain navy blue pants or trackpants - No Logos</p>
	<p><b>Skirt</b> - Regulation Navy Blue pleated skirt or <b>Skort</b> - Navy Blue</p>
<p><b>Tops</b> - Regulation Navy Blue Polar Fleece half zip or full zip. (Logo embroidered on left chest ) Or Navy Merino Top</p>	<p><b>Tops</b> - Regulation Navy Blue Polar Fleece half zip or full zip. (Logo embroidered on left chest ) Or Navy Merino Top</p>
<p><b>Socks</b> - Plain navy, red, black or white socks. No stripes or patterns</p>	<p><b>Socks</b> - Plain navy, red, black or white socks. No stripes or patterns</p> <p><b>Tights</b> - Navy Blue or black (optional)</p>
<p><b>Footwear</b> - Black Roman Sandal, black sandals with heel support leather, lace up shoes/Velcro shoes. (No jandals) Sneakers of any colour (no wheels)</p>	<p><b>Footwear</b> - Black Roman sandals, black sandals with heel support, lace up shoes, Velcro/or t bar shoes. (no high heels or jandals) Sneakers of any colour (no wheels)</p>
<p><b>Thermals</b> - Black, navy blue or white. V Neck thermals may be worn as under clothing during the cold.</p>	<p><b>Thermals</b> - Black, navy blue or white. V Neck thermals may be worn as under clothing during the cold.</p>
<p><b>Jewellery</b> - Wrist watch, blessed pounamu</p>	<p><b>Jewellery</b> - Wrist watch, blessed pounamu, sleepers or plain birthstone studs</p> <p><b>Hair Ties</b> - red, blue or black</p>
	<p><b>Make Up</b> - No nail polish or make up to be worn.</p>

- School red means the same shade as the polo shirt red.
- School Uniforms are available from the Dannevirke Warehouse or Stitch Me