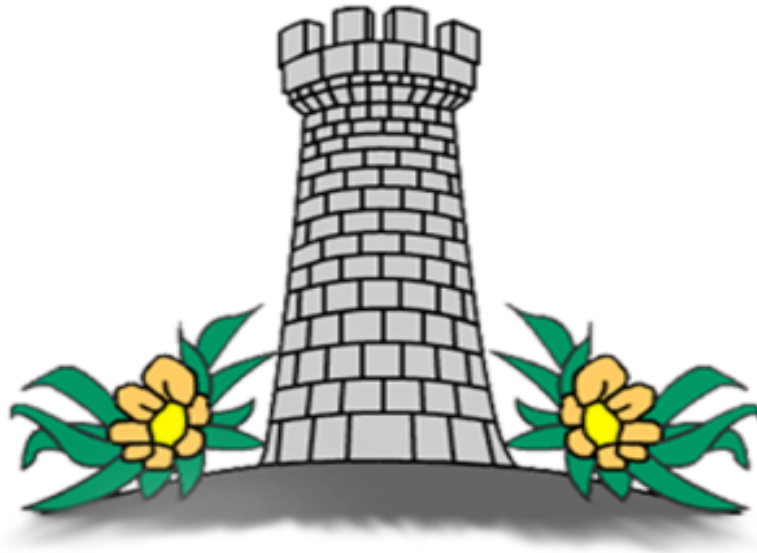


Beaconsfield School

Parent Information Booklet



***A Beacon Lighting the Path of
Excellence and Wellbeing***

Dear Parents and Caregivers,

The Beaconsfield School Board of Trustees, Parent and Teacher Association and staff would like to take this opportunity to welcome you to Beaconsfield School.

We are a wonderful school in a wonderful setting with a fantastic mix of awesome children, an amazing school environment, passionate and dedicated staff and a future thinking Board of Trustees.

Everyone in this mix is helping to ensure that each child has the best opportunity to succeed as an academic, sportsman, artist and a citizen.

We are proudly a small country school. With approximately 116 children each one is an individual, not a number. Everyone is involved and needed in the school. We cater for the individual, not the group and the staff are continually searching for ideas and skills to help us improve our teaching and learning.

We embrace and are proud of our history but are forward thinking with a mind set on the future and how we can prepare the children the best for what their dreams and passions will be.

We thank you for taking the time to enquire about Beaconsfield School and please, if you have any comments or any questions please contact myself or anyone mentioned in this booklet.

We look forward to seeing you around Beaconsfield School and helping your child chase their dreams.

Yours sincerely

Hamish Brown
Principal



Beaconsfield School

School Contact Details

Beaconsfield School
40 Guscott Road
RD 2
Timaru

Office Contact: Lisa Clarke

Phone: 03 686 4819
Email officemanager@beaconsfield.school.nz

Social Media:

Website: www.beaconsfield.school.nz
Facebook: <https://www.facebook.com/beaconsfield.school.nz>
Instagram: [beaconsfieldschool](https://www.instagram.com/beaconsfieldschool)

Staff Contacts:

Principal:		Hamish:	principal@beaconsfield.school.nz
Deputy Principal	Year 5/6 Teacher	Kay:	kay@beaconsfield.school.nz
Senior Teacher:	Year 2/3 Teacher	Belinda:	belinda@beaconsfield.school.nz
	Year 7/8 Teacher	Frances	frances@beaconsfield.school.nz
	Year 3/4 Teacher	Tylesha:	tylesha@beaconsfield.school.nz
	Year 3/4 Teacher	Vickie:	vickie@beaconsfield.school.nz
	Year 1 Teacher	Marike:	marike@beaconsfield.school.nz

Absences

If your child is away for all or part of a day, please contact the office **before 9am**. There is an answer phone which is clearly regularly so please leave a message. Notes explaining an absence, sickness, or if your child needs to take medication at school should be given to your child's teacher.

Please ring the school **by 2.00 pm** if you want to notify us that your child is not on the bus that afternoon. The bus drivers should be advised, whenever possible, to avoid misunderstanding.

Student Contact Details

Please ensure your child/ren's contact details are up to date. A Student/Parent Contact Details sheet needs to be filled in so that we have the most up to date information about you and your family. This is especially important in regards to contacting you in an emergency and also for allergies and medication.



School Assemblies

A class runs school assembly on a regular basis on Friday afternoon, starting at 2.15 pm. Please look in the weekly newsletters or on the events calendar on our website to see the dates that these will be held. Parents are most welcome to attend. Class and Principal's Certificates are awarded, and classes and students present items.

Newsletter

Our fortnightly newsletter gets sent electronically on a Tuesday. We email it directly, put it on Facebook and on the school website. If you require a hard copy you can request it through the office. All newsletter items need to be at the school by Monday 3pm to guarantee their entry. Each class also sends out a termly newsletter by the end of Week 1 outlining class routines, homework, upcoming events, educational expectations etc.

School Uniform

Beaconsfield School has a compulsory uniform / dress code that all pupils must adhere to at school and at events outside the school. It can only be purchased from **Mainland Uniforms**

<https://www.mainlanduniforms.co.nz/>

Hats	<ul style="list-style-type: none">● Royal blue bucket hat compulsory during Term 1 and 4. These are available from The Warehouse
Clothing	<ul style="list-style-type: none">● School Polo – polar fleece jacket (with school logo)● School black shorts (with school logo)● Black thermal top (long/short sleeved) in winter● Black tracksuit pants (with small logo)
Footwear	<ul style="list-style-type: none">● Footwear should be safe/suitable for school● Sports shoes, black leather shoes or sandals (no slip-ons, scuffs, jandals, gumboots, crocs etc.)● Socks should be black or white
Grooming	<ul style="list-style-type: none">● Watches, medic alert bracelets and ear studs/sleepers are permitted● Long hair should be neat and tied up● No jewellery, nail polish and body transfers etc.

The items within the uniform will be reviewed periodically to reflect the changing needs and styles available to students. Suggestions from parents and caregivers are welcomed and will be considered during each uniform policy review. Some second hand uniform items are available at the school office.



After School Club

Alana Sims and Sue Austin run our After School Club from our library from 3.00pm till 5.15pm every Tuesday and Thursday. There is a \$17 charge per session per child. Places must be booked through the office as there is a maximum of 12 children allowed.

Board of Trustees

The Board of Trustees (BOT) is concerned with the governance of the school. Meetings are held once a month and each trustee has the responsibility for certain portfolios

The Trustees and their portfolios are:

- Natasha Brown (Chairperson)
- Tony Froud
- Michelle Jarvis
- Sam Dale
- Wendy Wolhuter (Treasurer)
- Gareth Wood
- Hamish Brown (Principal)
- Frances Coleman (Staff Rep)

Parent Teacher Association

The Beaconsfield Parent Teacher Association (PTA) has a chairperson, treasurer and secretary. The rest of the parent community are also part of the organisation. Meetings are generally held once or twice a term, with the AGM held in Feb / March. Currently two major fundraising ventures are undertaken each year.

Staff

Room	Teacher	Year Level	Syndicate
1	Mrs Marike Beadle	0-1	Junior
2	Mrs Belinda Niven	2/3	Junior
3	Mrs Vickie Elliotte & Mrs Tylesha Cooper	3/4	Junior/Senior
4	Mrs Kay Stephenson	5/6	Senior
5	Mrs Frances Coleman	7/8	Senior

Support Staff

- Lisa Clarke - Office Manager
- Sue Austin - Teacher Aide
- Alana Sims - Teacher Aide & Librarian
- Jeannette Aldridge - Music Tutor
- Andy - Salisbury Bus Driver
- Lynne - Southburn Bus Driver
- Grant - Maungati Bus Driver



- Asher Bennie-Slocombe - Kiwisport Sports Co-ordinator
- Chris Buchanan - Caretaker & Gardener

Staff meetings

Monday's: Administration / Staff 3.00-4.30 PM
 Tuesday's: Senior management Meeting 8.00-8.45
 Syndicate meeting 3.00 - 4.00 (fortnightly)

Please arrange any meetings with teachers around these times.

Attendance

It is important that your child attends school on a regular, ongoing basis and that your child is not away for any unjustified absences. Contact the school office to advise of your child's absence with a reason.

1 or 2 days a week does not seem like much but...

If your child misses...	That equals	Which is...	And over 13 years of schooling that's
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1 ½ years
1 day per week	40 days per year	8 weeks per year	Over 2 ½ years of school
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 Days per week	120 days per year	24 weeks per year	Nearly 8 years

How about 10 minutes late a day? Surely that won't affect my child?

He/she is only missing just...	That equals...	Which is...	And over 13 years of schooling that's
10 minutes per day	50 minutes per week	Nearly 1 ½ weeks per year	Nearly ½ year
20 minutes per day	1 hour 40 minutes per week	Over 2 ½ weeks per year	Nearly 1 year
30 minutes per day	Half a day per week per week	4 weeks per year	Nearly 1 ½ years
1 hour per day	1 day per week	8 weeks per year	Over 2 ½ years

Professional Development

Staff are involved in Professional Development. Please be aware that staff will be having release time so as to upskill in these areas so as to benefit your children.



Relievers in the school

All efforts will be made to keep relievers to a minimum. It is our intention that the regular classroom programme runs with the reliever and we intend to use the same reliever in all classes, wherever possible.

Activity Fee

This year the annual charge for all extra-curricular activities will be **\$30** per child and covers the following:

- End of year 'treat' trip or activity.
- Musicals at Theatre Royal etc.
- Visiting performers etc.
- Life Education Van etc.

This \$30 can either be paid in full at the beginning of the year, or each term etc.

It does not cover camps, ski/skate trips, swimming or sports subs.

Whereas all endeavours will be made to keep our activities within these costs there may be times when costs may have to be passed on to you.

Stationery

Parents are required to purchase stationery as per classroom stationery lists for the start of the year. We also hold a supply of stationery for pupils to purchase over the year.

School Donation

The yearly school donation is **\$50** per pupil. This covers a variety of school related costs that are not met by the Ministry of Education operational grant and enables your child to get the most from the school and the curriculum.

There is also a **\$5** annual levy so as to cover our school sports uniform.

Scholastic Book Club

Catalogues and order forms are handed out in class once or twice a term, orders are required to be completed online by the families. Books are sent home with children unless otherwise arranged with the office.

Heat Ups

Our kai warmer is in operation during Terms 2 & 3 on Tuesdays and Thursdays.

Wheels Week

Wheels Week occurs each term and fits in with an assembly so parents can take wheels home.



Behaviour Management

Rules in the school are based on important needs:

- The need to have consideration for other people.
- Students gain the greatest advantage from the educational opportunities offered by the school.
- The need to be in an environment that allows children to take full advantage of the educational opportunities offered.
- The physical and emotional well-being of students.

The staff and Principal reserve the right to make and enforce such rules as they believe are necessary for the safe and satisfactory running of the school. The school expects a high standard of behaviour from all students, either at school or when attending school organised activities outside the school. Co-operation between the home and school is essential for the development of positive behaviours

Lost Property

Please name ALL of your children's clothing and property. There is a lost property box outside the staffroom. Please check here if your child has lost any items. Named items are easy to return.

New Enrolments

New enrolments are very welcome at Beaconsfield School. We usually have 10 new five year olds joining our New Entrant class with Mrs Beadle over the year.

Please contact Mrs Beadle well in advance of your child's 5th birthday so she can arrange transition visits for your child to begin gaining confidence in the school/class surroundings and the daily routines.

When our New Entrants enter our school they are classified as follows:

- Birthdate after April 1st = Year 0
- Birthdate before April 1st = Year 1

If you are new to our area or shifting schools and will therefore be entering one of our other classrooms please contact the school as soon as possible so as we can prepare for your child's arrival.

With our Year 3-5 children being in Room 3, we are mindful of the fact that Year 4-8 is the senior school for activities such as swimming, athletics etc. As a result of this we are keen to have our Year 4's in these events where possible, depending on birth dates / age criteria and ability for such activities.

Bus Transport

IMPORTANT: Please contact your bus driver directly if your child is not going to be on the bus in the morning.



- Bus Controller is Kay Stephenson 686 4819
- **Maungati**: Grant 021 296 1126
- **Salisbury**: Andy 021 258 4874
- **Southburn**: Lynne 0272 954 706

Also ring the school as soon as possible if your child is not going to be on the bus in the afternoon as seating is tight. Please ring the bus driver to check the availability of seats if your child is going to someone else's house after school.

Each bus has a roll taken at the end of the day. Senior students act as bus monitors on the bus. Please let the school know if you have any concerns. All students / parents need to sign the Bus Code of Conduct and abide by this code.

Bus Eligibility: We have room on our buses to fit in new enrolments but as the year progresses and our roll grows we do have to prioritise our eligibility for new pupils on the bus in the following:

- Current sibling attending the school
- From within our bus catchment area
- From outside of our area

For those parents who reside outside of our three TEZ's you will be required to transport your child to the various pick up/drop off points that our buses travel.

The bus runs are run by Ritchies Company.

Preschoolers are not permitted to travel on our buses unless accompanied by a parent

School Van Run

We have our school van run into Timaru each day after school. It has a cost of \$4.00 per child, sold as \$40 tickets for 10 rides.

Learning Support and Extension

Kay Stephenson is our SENCO (Special Education Needs Co-ordinator). She organises support for pupils who require extra assistance and liaises with our teacher aides.

At Beaconsfield, we are committed to providing a well-rounded education for all of our pupils. As a result we have a range of opportunities that support pupils who require both learning support and extension areas.

Parents will be advised by note if their child is to receive additional support.



Learning Support includes:

- Interchange between classes in writing, reading and maths, based on ability.
- Teacher aides supporting children in numeracy and literacy, both in and out of the class.
- A literacy support programme with selected junior pupils.
- Five small classes so as more teacher time per pupil is available.
- In depth assessment and evaluation of academic achievement.
- Commitment by the school to target and monitor any areas of academic concern

Enrichment includes:

- Streaming of children based on academic data for reading and maths
- Specialist enrichment programmes to work with children and identified groups
- Number of pupils in the New Zealand Competitions, English and Science competitions

2021 Rural Schools Sports Events

Beaconsfield, St Andrews, Timaru Christian, St Joseph's Pleasant Point, Cannington and Barton Rural are all part of the Rural School's Cluster.

Term One:

Year 4 – 8 go to the Rural Schools & South Canterbury Swim Sports

Term Two:

Year 1-8 Rural Schools & South Canterbury Cross Country

Term Four:

Fri 7th Nov Year 1-8 Rural Schools & South Canterbury Athletics

Class Numbers

Our school is committed to low class sizes and is staffed for five teachers in 2021.

Our two senior classes will sit around 20-27 pupils throughout the year whereas our junior classes will have lower numbers so as to give them a solid start.

Due to our commitment to keeping the junior class low there will be pupils pushed through from Room 1 to Room 2 and Room 2 to Room 3 at various times throughout the year depending on our new entrant intake and numbers.

Parents will be informed well in advance of any class changes so pupils are prepared.

Education Outside the Classroom

Education Outside the Classroom (EOTC) is a compulsory part of our school curriculum. As our camps are part of the curriculum it is expected that all pupils attend. We aim for all children to experience challenges in a positive environment such as a school camp.



Odd Year Smaller camps.
Year 7/8: 3-5 days/nights
Year 5/6: 1-2 days/nights

Even Year Big camps
Year 7/8 for week
Year 5/6 for 2 nights

Year 4 Students:
One night sleepover away from school

The two Junior classes:
Overnight sleepover in classes.

Houses

At various times pupils will gather in their four house groups and play house games together which may be sporting, academic, cultural or team building type activities.

Music and Speech/Drama Tuition

We are lucky to have **Jannette Aldridge** who will be working with her students at school on Thursday. Please contact her to make a booking on 688-1091.

Jeannette assists with music in classes on a Thursday.
Please contact the office if you are interested in your child taking lessons.

Homework

All classes may have nightly homework set by the classroom teacher. A reading book and spelling can be expected at least from each class with a focus on some research/project based activity. Please contact your teacher if you have any questions regarding your child's homework.

Transport to Sports Events

A reminder that for the likes of our Rural sports events etc. that we do not provide a bus for these but rely on parental transport to and from these events.

School Van

The school van is used at times to transport groups of children to events. The cost of running the van will be added to the school account. Parents will be told of van use beforehand.



Reporting

Senior reports will go out late Term 2 and Term 4.

Junior reports and interviews will be conducted on the anniversary date for Year 1-3 year pupils.

3 way conferencing with parents, teachers and the child will occur in mid Term 1 and Term 3.

Regular curriculum reports are given to the BOT.

Rural School Sports Co-ordinator

Asher Bennie-Slocombe is the Rural School Sports Coordinator for Beaconsfield, Cannington and Albury based at our schools four days a week.

The project is funded by each school's Kiwisport funding and a substantial financial commitment from Sport Canterbury. Asher runs sports sessions and organises coaches for the 4 schools and primarily works with our school on a Thursday.

She also coordinates and organises mini tournaments for the schools on sports we are focussing on.

Important events throughout the year that will possibly occur...

School Picnic	Young Leaders Day
Wheels Weeks	Book Week
Beaconsfield Triathlon	PTA Trail Ride
South Canterbury Triathlon	Arts Week
PTA Meetings	Full School Musical Production
BOT Meetings	Rural Schools Cross Country
Bus Committee Meetings	Open Afternoons for Parents
Swimming Training at school and at C Bay	Rural Schools Cultural Event
Beaconsfield Swimming Sports	Pet Day
Rural Schools Swimming Sports	Senior camp
South Canterbury Swimming Sports	Junior camp
Author Visits	Maths Week
Mufti Days	Rural School Athletics
Bus Safety Trainings	South Canterbury Athletics Sports
Class led Assemblies	Beaconsfield Science Fair
ANZAC Service	South Canterbury Science Fair
3 Way Conferences	Matariki
Ski, Skate, School Day	Thank You afternoon Tea
Life Education Van	Year 8 Day Out
Visiting Artists/ Acts	Prize giving

