Frankley School

Organisation for 2015
Nau mai haere mai

Te Kitenga - Our Vision
Positive difference
Creative learner
Effective communicator.

Te Takanga - Our Mission
Maintain a challenging learning to learn community that responds to the interests, needs and talents of our learners.

Ngā Uara—Our Values

R
Respect
- Valuing self, others and environment with appropriate actions.

I
Integrity
- Acting with honesty, transparency and responsibility.

S
Sustainability
- Planning, acting and responding with an eye to the future.

E
Equity
- Positive action to ensure fairness of outcomes for each person.

Ngā Waiaro—Our Attitudes

C
Curiosity
- Actively seeking, using and creating knowledge, asking questions and challenging ideas and information. This is the driving force of learning.

O
Open-mindedness.
- Willingness to review their own opinions, beliefs, thoughts and attitudes based on further information, and experiences.

P
Persistence
- Pursuing questions, goals, ideas and learning towards a conclusion despite barriers and challenges.

E
Empathy
- Willingness and ability to consider the needs, views, beliefs and situations of others.
Frankley School – Classroom Map
# The Frankley Way

## Admin - office
Robyn King is our office administrator and works in the office admin area from 8:30am – 3:30pm – conducting all office administration duties. If Robyn is absent we will have Mrs Leah Uhlenberg.

## Assemblies
On Friday 2:20pm we have whole school sharing time assembly, every even week. Every odd week we have junior school assembly. We have a host class for our assembly that use a script to introduce messages for the term and classroom items. We also award Attitude and Cross Competency certificates to children during this assembly.

## Bells
Bell times are as follows;

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30am</td>
<td>Signals to the children that the classroom is open (Bell rung).</td>
</tr>
<tr>
<td>9:00am</td>
<td>Day starts (Bell rung).</td>
</tr>
<tr>
<td>10:00am</td>
<td>Munch crunch break within class 5mins or so. Children only eat fruit and vegetables.</td>
</tr>
<tr>
<td>11:00am</td>
<td>Morning tea no bell teacher lets children go. Children will have a supervised 5 minute eating time before moving off to play.</td>
</tr>
<tr>
<td>11:20pm</td>
<td>Classroom instruction resumes (Bell rung).</td>
</tr>
<tr>
<td>12:50pm</td>
<td>Lunchtime no bell, teacher lets the children go.</td>
</tr>
<tr>
<td>1:00pm</td>
<td>Time for duty teachers to check that children have finished lunch and dismiss children (Bell rung).</td>
</tr>
<tr>
<td>1:40pm</td>
<td>Classroom instruction resumes (Bell rung).</td>
</tr>
<tr>
<td>3:00pm</td>
<td>Students day is finished.</td>
</tr>
</tbody>
</table>

Children modeling as much as possible punctuality and returning to class on time.

## Board of Trustees
Currently newly elected board members:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson</td>
<td>Toby Lecher</td>
</tr>
<tr>
<td>Health Safety and Legislation</td>
<td>Dana Tipene-Hook</td>
</tr>
<tr>
<td>Finance</td>
<td>Gaylene Findlay</td>
</tr>
<tr>
<td>Property Management</td>
<td>Gavin Clegg</td>
</tr>
<tr>
<td>Secretary</td>
<td>Robyn King</td>
</tr>
<tr>
<td>Staff representative</td>
<td>Kim Cribb (R9)</td>
</tr>
<tr>
<td>Personnel</td>
<td>Campbell Third</td>
</tr>
<tr>
<td>Principal</td>
<td>Damon Ritai</td>
</tr>
</tbody>
</table>

## Library
Children are timetabled for one visit per week. Please ensure that books are put into library book bags (available from office, have to be vinyl and big enough for big books) to keep them protected. They should be returned a week later. (See library timetable)

## Lunch eating
Lunch begins at 12:50pm and children are required to sit outside under the big shade cloth. Teachers on duty, monitor children, and check that most of their lunch has been eaten. Children are dismissed when they have eaten an adequate portion of their lunch. If wet children will have lunch in class.

## Medical Matters
Please inform the office administrator and teachers of any medical concerns that your child has. We keep this information on our school database. Any medicine that needs to be administered during school time must be held at the school office and a form completed.
Newsletters
Newsletter day is Friday (fortnightly) and these are now emailed to families, if you do not have an email address a hard copy will be sent home. First school newsletter is general organisation. All newsletters from the year are posted on our school website. They can be found at the following website address; http://www.frankley.school.nz/index_files/education.html
Any classroom newsletters must be passed on to your team leader and then on to the Principal.

OSCAR
We have “Out of school care” available to our parents after school (5:30pm). This is arranged through YMCA and contact can be made with them. Before school is available privately (7:30am). If you are interested please contact the school.

Parent helpers
We welcome parent helpers to our school. Their support and assistance with teachers and classroom programmes is very important. We do have a set of expectations or code of conduct. See below for copy. If you are interested just ask classroom teachers.

Reporting to Parents
Written Reports will be as follows:

New Entrants
Students will receive a progress report within their first term at school. This report is intended to give you an idea of how your child has settled into the general school routine.

For children after 1, 2 and 3 years at school:
Students will receive an achievement report after 1, 2 and 3 years at school, at the end of the term corresponding to their birthday month.

Students will receive a progress report after 6, 18, and 30 months at school, at the end of the term corresponding to their birthday month.

For Children in Years 4 – 6:
Students will receive a progress report after their Student Led Conference at the beginning of Term 2.
Students will receive an achievement report after their Student Led Conference at the end of Term 3.

Student Led Conferences
Term 1: Students Talent, Interest and Need Conference (STIN)
Term 2: Student Led Conference at the beginning of the term, 5 and 6 May.
Term 3: Student Led Conference at the end of the term, 22 and 23 September.

School Banking
Every Wednesday morning at 8:30am, in the office foyer. Office staff will manage this. This is supported by the ANZ bank.

SFRC
This is our School social fundraising committee. They meet first Tuesday in the month. This group of dynamic parents is responsible for raising up to $45k for the school. Often there are times when staff are called on to support or complete fundraising tasks.

Stationery
All stationery items are available from office. Each class has a stationery list and these are kept at the office. There is an “Out of school visits and trips” permission slip for parents to sign along with an IT Responsible Use Agreement.

Swimming
For the first seven weeks of term one all children will be swimming. We have timetabled younger children to swim in the afternoon when the pool is warmer. Children will need togs and towel. A timetable has been provided.
<table>
<thead>
<tr>
<th><strong>Lets Go Programme</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>We encourage children to walk, bike to school or even just a part way. This is an initiative promoted by the NPDC to avoid congestion as school gates. Children have a card clicked each time they walk to school – there is a draw and prizes for children at the school assembly.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Website / World wide web</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Our school has VDSL broadband access to the world wide web. We have Watchdog as our security and filter monitoring centre for safe internet access. We do have a permission slip for you to sign which gives your child permission to use the internet and have their photo displayed on our website. Our school has an internet site that is very informative. We can be found at <a href="http://www.frankley.school.nz">http://www.frankley.school.nz</a> If you have internet access then you can go to our school website and find up to date newsletters, events and other relevant information about our school.</td>
</tr>
</tbody>
</table>

Our calendar of events for our school can be found at the following link;  

[http://www.frankley.school.nz/home/events.html](http://www.frankley.school.nz/home/events.html)
ENROLMENT SCHEME FOR FRANKLEY SCHOOL

Frankley School has an enrolment scheme in place, all enrolments received from families living in the Home Zone of Frankley school (detailed below) shall be entitled to enrol with the school.

- Frankley Road
  House numbers above 313

- Oranga Street
  House numbers above 51

- Poplar Grove
  House numbers above 65

- Tukapa Street
  House numbers above 204

The zone does not include Karamea or Heaphy Streets
OUT OF ZONE APPLICATIONS

Should you reside outside of the above stated zone there is a time that you are able to apply for enrolment of your child. The school will advertise when there are positions available and in what areas of the school, at this time you need to apply for enrolment (should you wish to follow this procedure you can ring the school and place your name on a list to be advised when this will take place).

Applications for enrolment for out of zone students will be processed in the following order of priority:

First Priority: must be given to students who have been accepted for enrolment in the following special programme(s) run by the school and approved by the Secretary for Education.
Second Priority: must be given to applicants who are siblings of current students.
Third Priority: must be given to applicants who are siblings of former students.
Fourth Priority: must be given to any applicant who is a child of a former student of the school.
Fifth Priority: must be given to any applicant who is either a child of an employee of the board of the school or a child of a member of the board of the school.
Sixth Priority: must be given to all other applicants.

If there are more applicants in the second, third, fourth, fifth or sixth priority groups than there are places available, selection within the priority group will be by a ballot conducted in accordance with instructions issued by the Secretary under Section 11G(1) of the Education Act 1989. Parents will be informed of the date of any ballot by notice in a daily or community newspaper circulating in the area served by the school.

Applicants seeking second or third priority status may be required to give proof of a sibling relationship. Presentation of a birth certificate
PARENT HELPER – CODE OF CONDUCT

Rationale: In some circumstances the pupil / teacher ratios in our classes are not ideal. The involvement of Parents / Caregivers in the class will help the teacher and also can be a valuable experience for the Parents / Caregivers.

Frankley School would like to acknowledge that as a parent helper you are giving up your valuable time to assist with classroom learning programmes. Thank you very much for volunteering to be a parent helper at Frankley School.

As a parent helper at Frankley School I understand;

- Some of the children have problems or situations, which teachers cannot discuss.
- What I see and hear remains in the classroom.
- Criticism of teachers, programmes and children can only cause friction/upsets. Any concerns I have will be discussed with the Principal.
- The teacher is responsible for control. I am working under his / her guidance. If I have any difficulty with controlling children, I am to see the classroom teacher.
- By offering my help I am agreeing to assist the teacher with the whole class – not just my own child. I acknowledge that sometimes I may be working in other rooms, with other children or with tasks associated with the resource management of the school.
- I will not compare children or teachers. Each child and teacher is an individual with their own needs, abilities and rates of learning / teaching styles.
- I should not work alone with a child out of sight of others.

**CONFIDENTIALITY IS EXPECTED AND IS ESSENTIAL.**

I agree to maintain the above to the best of my ability. I understand that if there is a breach of any issue of confidentiality then my position as parent helper may be reviewed.

Parent helper name: ____________________________   Signed:_________________

For Frankley School: ____________________________   Date:_________________
<table>
<thead>
<tr>
<th>Time</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00</td>
<td></td>
<td></td>
<td>Rm 8</td>
<td>Rm 1</td>
<td></td>
</tr>
<tr>
<td>10:15</td>
<td></td>
<td></td>
<td>Rm 11</td>
<td>Rm 2</td>
<td></td>
</tr>
<tr>
<td>11:25</td>
<td>Rm 67</td>
<td>Rm 10</td>
<td></td>
<td>Kindy</td>
<td>Rm 3</td>
</tr>
<tr>
<td>12:10</td>
<td>Rm 67</td>
<td></td>
<td>Rm 9</td>
<td>Rm 4</td>
<td></td>
</tr>
<tr>
<td>1:00</td>
<td></td>
<td></td>
<td></td>
<td>Library open during lunchtime</td>
<td></td>
</tr>
<tr>
<td>1:40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>