

# *Mossburn School*



*Attitude is Everything*

## Welcome to Mossburn School

The Board of Trustees and Staff welcome you and your child/children to Mossburn School. We are very proud of our school, community spirit and the wonderful environment in which we foster children's learning. The school is sensitive to the individual needs of each child and sets out to meet them.

We strive for excellence and provide many sporting and cultural opportunities and have an expectation of high academic standards.

We extend an open door policy to you. We encourage close liaison between home and school, therefore our door is always open to discuss your child or any concerns you may have. Teachers are most willing to see parents before or after school, about any issues which may be of concern.

### School Contact Details

- **Phone:** 248 6288    **E-mail:** [office@mossburn.school.nz](mailto:office@mossburn.school.nz)
- **Mobile (in case of emergencies):** 022 307 4496
- **Website:** [www.mossburn.school.nz](http://www.mossburn.school.nz)



### Staff

- |                                |                                  |
|--------------------------------|----------------------------------|
| ● Principal                    | Ross Willcocks                   |
| ● Teacher Room 1               | Tanya Day                        |
| ● Teacher Room 3               | Paula Marrah                     |
| ● Teacher Room 4               | Chantal McClean & Ross Willcocks |
| ● Learning Support Coordinator | Christine Buchan                 |
| ● Office Administrator         | Nic White                        |

- Teacher Aides
- Librarian
- Cleaner
- Lawnmower

Jan Manson, Julie Thomas  
 Midge Webb  
 Colleen Thompson  
 Vanessa Te Whata

### **Parent Liaison Committee (PLC)**

- President
- Secretary
- Treasurer

Nicole Mackie, ph 022 409 8046  
 Rebecca Boyd, ph 021 141 2900  
 Nick Duthie, ph 027 365 5200

### **Bus Drivers**

- Trina McDonald
- Lisa Humphries
- Wendy Reid
- Jim Guyton
- Peter Mason

ph 248 6104            027 618 2474  
 ph 248 7779            027 424 7134  
 ph 248 6282            027 414 5327  
 ph 021 0804 3644  
 ph 021 221 0302

### **Assembly**

Assembly is held on Fridays at 2.30pm to 3.00pm. Assembly is run by the students, and parents are encouraged to attend.



### **Board of Trustees**

The BOT is the governing body of the school. It is made up of five parents elected by the school community, a staff representative and the Principal. The Board meets twice a term at 7.00pm in the school staff room. Meetings are advertised in the weekly school newsletter. Parents are welcome to attend these meetings.

Chairperson	Megan Vande Sandt	ph 027 753 0379
	Katie May	ph 021 0244 8380
	Denis Heenan	ph 027 243 3647
	Nick Hamilton	ph 027 467 0873
	Nicole Flynn	ph 027 429 4826
Principal	Ross Willcocks	ph 022 307 4496
Staff Rep	Chantal McClean	
Secretary	Nic White	ph 027 426 4520

## **School Hours**

- Commences 9.00am
- Interval 11am – 11.30am
- Lunch 12.30pm - 1.30pm
- Finishes 3.00pm

## **Office**

Nic White is our Office Manager and is in the office 8:00am to 3:30pm on Monday to Wednesday.

Midge Webb is our Librarian and works Thursday 9:00am to 3:00pm.

## **Term Dates for 2021**

- Term 1 February – Friday 16 April
- Term 2 Monday 3 May – Friday 9 July
- Term 3 Monday 26 July – Friday 1 October
- Term 4 Monday 18 October – December (TBC)

## **Term Dates for 2022**

- Term 1 January – Thursday 14 April
- Term 2 Monday 2 May – Friday 8 July
- Term 3 Monday 25 July – Friday 30 September
- Term 4 Monday 17 October – December (TBC)

## **Absences**

Regular attendance is essential. It is important for parents to phone and advise the school prior to 9.00am if their child is going to be absent that day. If you omit to do this, you can expect to receive a phone call from someone at the school to enable us to ascertain where your child is and that they are safe. You can use the School Stream App to advise of absences or phone the school on 03 248 6288.

## **Accidents/Sickness**

If teachers consider a child too ill to remain at school, parents will be contacted and asked to collect their child. In the event of an accident, First Aid will be administered. If the accident is regarded as serious, emergency services will be contacted and parents advised immediately. When pupils require emergency medication for pain relief, the staff member dealing with the child will phone the parents to gain their consent for medication to be administered.

Please note that we can only administer medication prescribed for a particular child. If your child has a known allergy, for which they take medication, we would ask that you provide some of their medication with their name on it that we can hold and administer to them if and when required, after getting parental permission.

On enrolment we ask if parents can provide as much information as possible to assist us with our care of your children.

## **Behaviour Management**

Mossburn School believes that every pupil needs to take responsibility for his or her own behaviour. Our rules are clearly explained and discussed regularly with students. Parents are notified if their child's behaviour is unacceptable, subsequently a meeting will be arranged.

## **Buses**

If your child is a bus pupil and you need to pick them up yourselves, or they are travelling home by other means, please send a note or ring with any changes. **Please note that unless we are told otherwise**, your child will be sent home on their normal bus.

## **Camps and Trips**

- **Senior Room:** The Senior Room goes on a trip to Stewart Island every alternate year. A donation will be requested for overnight camps, although, as parents, fundraising opportunities exist with the help of the PLC (see below).

As part of the 'End of Year' wind-up, the Year 6's (Leavers) are taken on an overnight trip to Te Anau or somewhere relatively close where they spend time together, with the help of parents, they get the opportunity to experience time in/on the lake, either in boats, doing things such as fishing/trawling or maybe waterskiing, or they might get an opportunity to go kayaking (all weather dependent, of course!)

- **Junior & Middle Room Trips:** The children (Y0-2) go on a junior day trip. The teachers and children decide when and where, when the time is right.
- **Ski Trip:** Each year, in August, the Year 3-6 children have the option of attending a ski trip. 0-2 children can go but they need an adult with them.



## **Charter**

Copies of the School Charter are available at the office or on the website. This charter includes strategic goals for the current and future years.

## **Clothing/Lost Property**

In order that children can be responsible for their own clothing and possessions, we would ask that all personal property is clearly marked with their name.

## **Dental Health**

The dental therapists are based in the Lumsden Primary School's dental clinic. They will make contact with you to schedule appointments twice throughout the year for your child/children. If you need to contact the Dental Therapist please phone Southern Health on (03) 214 5774 or they can sometimes be contacted at their clinic in Lumsden on 248 7699.

## **Emergency Contacts**

Parents are asked to advise the school of two emergency contacts and their telephone numbers for times when they may not be contactable. Please remember to inform the school of changes as they occur throughout the year.

## **Enrolments**

Upon enrolment, it would be much appreciated if you could you please bring with you your child's immunisation certificate (in the rear of their Plunket (Well-Child) book or available from your Doctor) and your child's full birth certificate which needs to be photocopied for Ministry of Education purposes.

## **Flower Show**

Every year, in February, the children support the Flower Show which is held over in the Mossburn Community Centre (MCC).



## **Grounds Maintenance**

Working bees are held as required throughout the year and parents are encouraged to help out if they can.

## **Hi-Visibility Vests**

Each child is issued with one of these when they first attend school. The children are expected to wear their vests to and from school each day, whether they walk to school, come by bus or car.



## **House Competitions**

Each child is assigned to a House – Weydon (Red), Braxton (White) and Hamilton (Black). Throughout the year we have inter-house competitions and it is expected children dress up in their house colours.

## **Launchpad**

An inter-denominational group of volunteers take Launchpad at Mossburn School each Friday morning from 9.00am – 9.30am. Parents have the option of whether their children attend or not. It would be much appreciated if you could indicate whether or not you wish your child/children to take part in this programme on their enrolment form when they start attending our school.

## **Learning Support Coordinator**

Christine Buchan is the Learning Support Coordinator based at Mossburn School. Christine provides support to Mossburn, Mararoa, Garston and Lumsden School.

## **Library**

We have a well-stocked school library which is available for use by all community members. Parents are encouraged to use the library and share books with their children. The opportunity exists for children and parents to visit the library after school, any day.

All classes have at least ½ an hour of guided activities in the library per week.

## **Lunches/Heatups**

An oven and microwave are available for heating food. It would be most helpful if you could ensure that your child's food is appropriately wrapped in tin-foil and is clearly marked with their name on it.

## **Money at School**

If a child needs to bring money to school to pay accounts, for children's banking, for stationery or to pay for other school activities, we ask that this money be placed in an envelope (a used one is more than adequate) with the child's name and the purpose for the money written on it. We ask that money be handed into the office, or given to the class teacher.

## **Newsletters**

A printed school newsletter goes home every Monday with the eldest child from each family at school. This contains dates for upcoming events, reports from the principal and staff. If you require more than one - for neighbours etc, then please contact the school. If you have provided us with your email address, you will also receive one via email. If you do not wish to receive this, please let Nic know at the office.

## **Parent Liaison Committee (PLC)**

The school has a parent body that enhances the link between school, home and the Board of Trustees. They generally hold meetings once each term. They organize various fundraising projects during the year. All parents and members of the community are encouraged to be involved, as the funds benefit all the children at the school to help fund the many extras which the Operations Grant from the Ministry does not cover.

## **Pet Day**

This is part of the Agricultural/Science Clubs programme. All children are encouraged to take an active part as this is an official part of the school programme held during the school week. Pet Day is held at the School, usually in October and involves participation in other fields other than just 'pet' areas.



## **Physical Education/Sport**

Annual sporting events include: Athletics, Cross Country, Golf, Swimming, Cricket & Tennis. School events involve all pupils, while Northern and Southland Zone events involve selected pupils. We would like to emphasize the need for all pupils to bring and wear appropriate clothing and footwear for physical education.

## **Policies and Procedures**

All school Policies and Procedures are available for viewing. Please contact the office.

## **Reporting to Parents/Learning Outcomes**

Every year, the school holds an open day where families and community members are invited to come to the school and find out what's happening. Usually there is a BBQ and some fun games followed by a meeting with the principal. You then get the opportunity to visit the classrooms to find out what's happening.

Parents are encouraged to attend an interview with their child's teacher early in the New Year. This is an opportunity to meet your child's teacher, discuss the year and the goals for your child. Another set interview will be held in Term 3 to discuss where your child is at and the goals to the end of the year.

Written reports go home in Terms 2 and 4. Formal interviews can be held throughout the year on request of parents or teachers. Written records of each interview can be kept (for school records) with a copy available for parents. This is recommended as a record of discussion and follow-up. All documentation is available to parents on request.

## **RTLB (Resource Teacher of Learning & Behaviour)**

Marilyn & Anna are the RTLB's for the schools in the Northern Southland area. Children requiring her help are referred to her by their teachers. Marilyn or Anna will then visit parents, observe and assess the student and, along with the teacher, develop a learning/behaviour programme and follow up for that child. Her office is based at the school.

## **School Donations Scheme**

Donations to the school are voluntary. Mossburn School has opted into the Government Donations Scheme. For more information on this you can visit:

<https://www.education.govt.nz/school/funding-and-financials/fees-charges-and-donations/what-familieswhanau-need-to-know-about-schoolkura-donations/>



## **School Motto**

***“Attitude is Everything”***

Values

**C**ommunication

**H**onesty

**A**ttitude

**R**esponsibility

**M**anners

**CHARM**



## **Special Needs**

Special programmes are provided to support students with special needs. Outside providers as well as specialist school staff provide programmes in literacy and numeracy.

## **Specialist Services**

Specialist Services such as the Community Health Nurse, Hearing/Vision Technician, Group Special Education Personnel, Speech & language Therapists visit the school on a regular basis. If parents would like to seek their advice or assistance, please contact the school.

## **Stationery**

Paper stationery can be issued through school or you can talk to your class teacher about what is needed. The annual cost for stationery is \$30 - not further stationery costs will be invoiced to you.

## **Sunhats**

Sunhats must be worn during the summer months (Terms 1 & 4) in line with the school's Sun/Shade Policy. Children **are** encouraged to bring in and wear a sunhat from home. If they don't have one of their own, your child will be issued with a standard red cap flap hat.

## **Swimming**

A Community Pool is situated on school grounds. The swimming programme generally runs for two weeks in Terms 1 and 4. Parental help is required for this and requests for help are published in the weekly newsletter. Your support would be much appreciated if you are able to help with this.

## **Telephone Calls**

If possible it would be appreciated if calls to the school are made during school office hours (8.30am – 3.30pm) or during non-teaching time. If the phone is unattended please leave a message on the answer phone which is cleared regularly.

## **Toys and Games**

We do not encourage children to bring valuable or costly toys to school. We cannot accept responsibility for their safe keeping. However, we do recognise the delight a young child gets from showing a new possession to his/her classmates. Parents should understand though that we must adopt an all care but no responsibility attitude if expensive items are brought to school.



## **Uniforms**

The uniform consists of a monogrammed polo shirt and a fleece or hoodie. The bottoms are the choice of the student but must be black with minimal logoing (eg, shorts, tracksuit pants, skirt or tights). There is no set standard for shoes or jackets, so long as appropriate footwear is worn when required, eg athletics or cross country training.

The red school polo shirt must be worn to all Northern events (Mid Dome Athletics, Cross Country, etc) and when stated, eg whole school events.

The uniform options are outlined in this pack and are available through the school office. We also have a variety of second hand options available. If you require further information please contact the school.

Monogrammed Polo - choice of red, blue, yellow, green and pink \$37.95

Monogrammed Hoodie - black and red \$40.00

Monogrammed Fleece - black and red \$40.00