



ELMWOOD NORMAL SCHOOL

**Information Booklet
2011**

Aikmans Road, Merivale, Christchurch
email: office@elmwood.school.nz

Phone: 03 355 7192 Fax: 03 355 7116
Website: www.elmwood.school.nz

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WELCOME TO ELMWOOD NORMAL SCHOOL:

A warm welcome to those who are new to Elmwood Normal this year and welcome back to those already involved in the school.

We value a strong partnership between home and school. We keep you informed with regular classroom news sheets and weekly newsletters. However, you are invited to make an appointment to see staff members to discuss your child's education in detail. Every second Friday the school holds a Celebration Assembly in the school's auditorium. We look forward to seeing you all there. The Board of Trustees has put in place, according to recent government legislation, an Enrolment Scheme. This is to protect the school from overcrowding.

This booklet is to inform you of many of the aspects of school life at Elmwood Normal. Elmwood Normal School is your school, and it is important that you are aware of what is happening in your child's education.

All children are expected to wear our school uniform. Uniform items are listed in the back of this book, and currently purchased through the school.

Elmwood Normal School provides a Smokefree environment to comply with current legislation.

Please keep this booklet for easy reference, as it will be useful for dates, events, staff names and room numbers etc. We look forward to a long and happy association with you and your family.

DESCRIPTION OF SCHOOL:

Elmwood Normal School is a decile 10, U6 State Contributing Normal School. It offers a six year programme from which most children proceed to intermediate schools. As a Normal School, it has a partnership with the Christchurch College of Education and the NZ Graduate School and regularly hosts students for teaching practice and for demonstration lessons. The school also attracts visiting teachers and students from overseas.

The school also has a Visual Resource Centre on site which is managed by Homai School for the Blind in Auckland, from which staff members meet the special educational needs of learners with vision impaired children from birth to 21 years throughout Canterbury and Westland.

This school is well served by the individual talents of all staff members.

Parent involvement is a strong feature of the learning programmes at Elmwood Normal School. The ideal that responsibility for children's learning should be a partnership between parent and school is increasingly being realised.

The Elmwood Normal School Community is diverse, supportive and enriching. It is composed predominantly of European descent.

Elmwood Normal School is situated in beautiful grounds in the central city suburb of Merivale. If you wish to read more about the history of the school visit our website.

BOARD OF TRUSTEES

ELMWOOD NORMAL SCHOOL BOARD OF TRUSTEES MEMBERS 2011

Chairperson: David Shearer

Committee: Cymon Allfrey

David Shearer

Hamish Evans

Robyn Brunton

Mike Hickford

Lisa Preston

Principal: Kevin Gooch

Staff Trustee: Anna Schmidli

Minute Secretary: Shanthini Govindasamy

2011 Meeting Dates:

22 February; 22 March; 17 May; 21 June; 16 August; 20 September;
22 November

Minutes are posted on the Board of Trustees noticeboard
in the school's foyer and on our school website.

Elmwood Normal School – 2011 Staff Organisation

MANAGEMENT

Kevin Gooch	Principal		
Richard Oswin	Deputy Principal		
Sandra Johnston	Senior Manager – Team Leader Years 0-2	Room 6A	Y1
Jo Blackler	Senior Manager – Team Leader Years 3-4	Room 5	Y3
Caro Searell	Senior Manager – Team Leader Years 5-6	Room 22	Y5/6

TEACHERS

Jo Blackler	Teacher - Year 1	Room 5
Claire Peacock-Price	Teacher - Year 1	Room 7
Yvette Pomeroy	Teacher - Year 1	Room 8
Bernadette Woffenden	Teacher - Year 1	Room 9
Jane Jones	Teacher - Year 2	Room 6
Tanya Amos	Teacher - Year 2	Room 11
Marg Belliss	Teacher - Year 1/2	Room 12
Zoe Shakespeare	Teacher - Year 2	Room 13
Jo Mottram	Teacher - Year 2	Room 14
Ben Cording	Teacher - Year 3	Room 2
Jill Royds	Teacher - Year 3	Room 3
Kirsty Clark	Teacher - Year 3	Room 4
Trina Wood	Teacher - Year 6	Room 18
Jane Jones	Teacher - Year 3	Room 6
Helena Maxwell	Teacher - Year 4	Room 1
Ruth Pereira	Teacher - Year 5	Room 23
Sarah Hughey	Teacher - Year 5	Room 16
Peri Marks	Teacher - Year 5	Room 17
Jeni McKinnon	Teacher - Year 4/5 (Arts)	Room 24
Tarquin Smith	Teacher - Year 4	Room 15
Louis Bertie	Teacher - Year 6	Room 19
Anna Schmidli	Teacher - Year 6 (Events Manager)	Room 20
Helen Russell	ORS Teacher	0.1
Vivienne Campbell	Gifted & Talented/Music	0.6
Andrea Fisk	CRT Release	0.6
Jill Evans	CRT Release	0.4
Lynette Williamson	Learning Support	0.5
Wendy Fitzgerald	Release	0.1
Megan Feller	Web Manager	0.1

TEACHER AIDES

Gaye Banks	Teacher Aide
Jackie Broom	Teacher Aide
Helen Bryant	Teacher Aide
Susan Hird	Teacher Aide
Cate Stevens	Teacher Aide

ADMINISTRATION SUPPORT

Sue Wardrop	Executive Officer & PA to Principal
Cherie Campbell	Financial Officer
Sue Welsh & Tina Moody	Receptionists - job share
Linley Earnshaw	Librarian
Nicky Sharples	Assistant Librarian
Jane Small	Resource Management
Cynthia Newton	Staffroom

PROPERTY

Rex Hallinan	Caretaker
Shara Barclay	Part time Gardener

SCHOOL INFORMATION:

TERM DATES 2011

Term 1	Wednesday 2 February – 15 April
Term 2	Monday 2 May – Friday 15 July
Term 3	Monday 1 August – Friday 7 October
Term 4	Tuesday 25 October – Friday 16 December

2011 Public Holidays

6 February	Waitangi Day
22-26 April	Easter – Good Friday – Easter Tuesday
25 April	Anzac Day
6 June	Queens Birthday
24 October	Labour Day
11 November	Show Day

SCHOOL HOURS:

Children must not enter school buildings before 8.30am

Morning classes begin	*8.55 a.m. (All children in classrooms)
Interval	10.40 a.m. - 11.00 a.m.
Morning classes end	12.30 p.m.
Afternoon classes begin	1.25 p.m.
Afternoon classes end	3.00 p.m.
Clearing bell	3.15 p.m. (School grounds cleared – all remaining children wait in school office)

*Celebration Assembly Bell

8.50am on Friday Celebration Assembly mornings [every second week] the school bell will be rung. The ringing of the Celebration Assembly Bell at this time, is to encourage children into their classrooms to prepare for the Celebration Assembly that is to start at 9.05am. The official school start time of 8.55am is unchanged.

CELEBRATION ASSEMBLIES:

A whole school celebration assembly is held every three weeks, the first being held on Friday 18 February 2011 in the school's auditorium at 9.05am. The Assemblies are advertised in our Weekly News and Events newsletter that is emailed out to all parents and is then placed on our school website. We love to see as many parents there as possible to join in the celebration of learning.

A Celebration Assembly Bell is rung at 8.50am on the day of the Celebration Assembly for the children to enter their classrooms to prepare for the Assembly. Everyone is warmly invited to join the children and staff. The first Celebration Assembly for 2011 will be held on Friday 18 February.

SCHOOL UNIFORM:

School uniform is required to be worn together with sensible shoes [black shoes for the winter terms]. The school uniform can be purchased through the school office [an order can be placed] or purchased from the foyer of the Auditorium prior to Celebration Assemblies. Second hand uniform sale is held every Tuesday 8.30am – 9am beside the PTA room in the main block. The uniform service is run by the school's PTA.

SUMMER UNIFORM – TERM 1 & 4 -HATS:

Summer uniform is to be worn from Term 4 and this includes the wearing of a sun hat during morning and lunchtime breaks.

WINTER UNIFORM – Terms 2 and 3

The winter uniform is to be worn during Terms 2 and Term 3. Black shoes are also to be worn.

LOST PROPERTY:

Please name all clothing. All lost property is held in a bin outside the end of Room 6b – opposite VRC. A kind parent undertakes to regularly return all named clothing that is found in the this bin to the child. At the end of each term, all unclaimed lost property will be disposed of, however, should the bin become full prior to this, the lost property therein will be disposed of sooner.

SCHOOL DONATIONS:

The Board of Trustees is conscious of making this demand on parents/caregivers, but believe it is essential to receive a high level of donations in order to continue providing a high quality learning environment for our children. The Board of Trustees has agreed not to increase the school donation for this year. This remains at \$200 per child per year, a maximum of \$400 per family. Alternatively donations can be made at \$50 per child per term, to a maximum of \$400 per family.

The funds received are an important component of our budgeted income. Please note that this donation can be included with your donations on your tax return. Your support is very much appreciated.

ACTIVITY FEES:

An Activity Fee is set for each year level at the beginning of each year. The Activity Fees covers all activities for each year level during the year and **is payable by each family either at the beginning of the year or at the beginning of each term.**

The fee covers such things as EOTC [education outside the classroom], sports events and performances. Statements are sent home each term. Each classroom teacher sends home information on each individual class activity plus a form for parental permission for signing, prior to any activity.

SCHOOL WEBSITE:

The School Website is the school's main communication link and is always kept current. As the year progresses you will notice many changes on our website to ensure information is easily obtained. Thanks to Megan Feller, our Website Manager, who excels at her job in keeping our school's website up to date and full of current information.

SCHOOL NEWS AND EVENTS NEWSLETTER:

The school weekly News and Event newsletter is emailed out to families on a Monday and then is published on the school website. On our school website you are able to view the current and past newsletters in your own home and in colour. Please keep the office informed if you should change your email address.

It is important that you keep informed of the school's happenings by way of the school's website as there is always plenty of news and many activities happening in the school.

UPDATING PERSONAL INFORMATION:

Please inform the school office if your family changes address, phone number, doctor and dentist. Accurate family information is vital, for the general welfare of your child/ren.

PUNCTUALITY:

Punctuality is a habit we encourage; late arrivals disrupt classes. If your child is late (arrives after 8.55am) your child will need to report to the office before going to their classroom. If your child is going to be late, please leave a message on the school's answerphone.

CARE AND SAFETY OF CHILDREN:

The safety and protective care of your children is of prime importance to us at Elmwood Normal and so we would like to remind you of several pointers on this matter:

School Day:

- Children are NOT to be at school BEFORE 8.30am as we have no provision for their supervision.
- Children are to be collected from their classrooms each day by 3.15pm. After this time they will be kept in the office area until collected by an adult or older brother or sister.
- If you have friends, relatives or caregivers collecting children please notify their class teachers and get them to identify themselves to the class teacher when collecting the children.

CONCERNS - REFERRAL PROCEDURES:

From time to time you may have concerns which you may like to discuss with us at school. We do have an agreed set of procedures for concerns referrals at Elmwood Normal and find that it is a most satisfactory way of dealing with issues as they arise:

1. Discuss with class teacher who will document the concern.
2. Follow up with class teacher to check developments.
3. If inappropriate, a meeting can be arranged with the Principal or Deputy Principal to discuss matters.

It has been our experience that most concerns can be quickly resolved using this format.

ILLNESS AT SCHOOL:

In the event of minor accidents or illnesses, children will be cared for in the administration block, where the sickroom facilities are located. If children are hurt or unwell and it is felt they should not stay at school, all endeavours will be made to contact a parent. In the event that emergency contacts cannot be made, the school will take whatever action is deemed appropriate for the safety of the child.

It is imperative, therefore that parents ensure that our medical/emergency contact information is up to date at all times.

MEDICATION:

Some children need to take regular medication for a variety of reasons. No medication is to be kept in the classroom; it must remain in the sickbay. A form held, in the office, or can be downloaded from our website, needs to be completed by parent/caregiver before any medication can be administered. We ask for an emergency contact number for each family. This helps us in situations when a child may be sick or injured and we are unable to contact the parents.

ABSENCE DUE TO SICKNESS:

If your child is unable to attend school, it is important that you telephone the school office absence line on 355 7192 (Dial Ext. 1 and record your message – name of child, room number and reason for absence). This procedure is for the protection and safety of children. If no record has been made of your child's absence, the school office will make contact with you to establish the whereabouts of your child.

If your child is going to be away from school for other than sickness, a letter must be held on the school's file advising of the reason and the dates that the child will be away from school.

ABSENCE DUE TO TRAVEL - GUIDELINES FOR PARENTS: For children going overseas during the School Term

A parent is required to advise the school in writing of any leave from school their child will be undertaking. It is important to advise the school of this leave.

Parents who take their children out of school for an extended period of time (more than a week) to travel overseas, cannot expect their child's teacher to provide a "take away" Classroom Programme of Work.

Parents must make their own arrangements for the schooling needs of their children during this time. The school does have a policy of not providing this Programme.

It is strongly recommended that you develop a daily learning programme for your child that will support your child's learning during this time. Some ideas that could be helpful include:

- Visit the school's website [www.elmwood.school.nz] regularly to keep up to date.
- Establish a classroom buddy system to exchange learning
- Keep a written diary of daily events or highlights on your trip that could be emailed back to your class
- Utilise the MOE's website for supporting your child's learning www.minedu.govt.nz . Go the "parents" section and look for "supporting your child's learning". This section provides parents with handy hints for supporting reading, writing and mathematics throughout the year levels.

The teachers are always willing to discuss their future classroom curriculum focus to give parents information in respect to the scope of the learning that will be taught during your child's absence.

It must be noted that children who are absent from their regular schooling at Elmwood Normal for more than 15 weeks will be taken off the school roll (as per the Ministry of Education requirements) and that the school's enrolment policy would then apply upon re-enrolment.

SCHOOL LUNCHES:

We have school lunches available on Monday (Pizza) and Wednesdays (Sushi). Order forms are available at the school office or they can be downloaded from the school website. Drop boxes for orders are situated in the school office. Order times do vary, so please be aware of this. Pizza orders by 9am Monday mornings and Sushi orders can be placed up until 9am Wednesday mornings. Please write your child's name, room number and order on an envelope and enclose the correct money. We do not accept orders over the telephone. Lunch orders are delivered to the classrooms.

SCHOOL STATIONERY:

Teachers in their respective year levels set up a list of stationery requirements for their class. A stationery list is provided to children at the end of the year to order their stationery for the following year through Canterbury Education Services Ltd [CES]. This order is packaged up and is delivered to the home address provided. Other purchases throughout the year can be made through the school office and will be issued to the child's classroom. We have a drop box in the office for this purpose.

EXTENSION PROGRAMMES (GATE - Gifted and Talented):

Elmwood Normal School employ Gifted and Talented specialist resource teachers and guidelines for the provision of Gifted and Talented programmes, planning strategies and curriculum differentiation have been established.

The school acknowledges that gifted and talented students have special needs that require differentiated learning experiences and social and emotional support in order to 'realise their individual potential'. The classroom teacher in consultation with the Gifted and Talented resource teachers are responsible for the identification of students in their class. Identification systems and procedures that seek to identify students with both potential and achievement will be established and ongoing throughout the year. The classroom teacher in consultation with the G&T resource teacher is responsible for the identification of students in their class.

ESOL:

The school has in place a programme to address the educational and emotional needs of ESOL children. The school employs an ESOL tutor who devises a programme of work to meet the individual needs of each child. The programme of work may be delivered individually or in small groups of children who have similar needs. and during the first few days the child/ren are taken for an orientation course. ESOL children are assessed within fourteen days of their enrolment and are placed in classes according to current class sizes, gender balance, other ESOL children, teacher affinity with children from other cultures; social/emotional needs of the child.

BEHAVIOUR MANAGEMENT:

At Elmwood Normal School systems are in place to reward positive behaviour and reduce negative behaviour. Students are requested to respect the school's Code of Conduct. At Elmwood Normal School everyone has the right to learn and play in a safe environment. In order to achieve this everyone will show:

*Care
Courtesy
Consideration
Commonsense
and will Communicate effectively*

Positive Behaviour:

Duty teachers carry "Caught Being Good" awards with them at break and lunchtimes. These are given to children who are behaving in a positive fashion. Children fill in their names and room numbers and place these in a designated box in the office area. Children's names are drawn out at each assembly and given a range of small rewards.

Negative Behaviour:

Elmwood Normal School operates the following Steps Programme for negative behaviour.

Playground Management Steps Programme:

The Steps Programme operates on a fortnightly basis. It restarts after one fortnight has elapsed since the transgression. Duty Teachers can use their discretion as to the severity of the offence and place children directly to steps 2, 3 or 4.

- | | |
|--------|--|
| STEP 1 | Rule broken is discussed, apology given. The child is given a formal warning. The child's name is recorded in the "steps book." |
| STEP 2 | Rule broken is discussed, apology given, name recorded in the "steps book." Community work is given immediately or next play period. |
| STEP 3 | Rule broken is discussed. If the child's name is already in the "steps Book", this is pointed out to the child. The child's name is entered in the "steps book." The child is to report to the Deputy Principal responsible for student welfare. A Behaviour Improvement Plan is drawn up during the next play period. This is to be taken home and signed by a parent, then returned to the Deputy Principal. |
| STEP 4 | Time Out is given by the Deputy Principal responsible for student welfare. This will be for a period of between two play periods (one day) to 4 play periods (2 days). The child's parents will be contacted by the Deputy Principal. A behaviour agreement will be drawn up. This will be explained to the offender and they must agree to follow the rules of the agreement. |

SCHOOL CAMPS:

School camps are usually held at the end of the school year with Y4's going to Living Springs, Y5's going to Hanmer and Y6's going to Wainui. This year as the Ministry of Education has made an adjustment to Term 4 to align the October term holiday with the final stages of the 2011 Rugby World Cup Tournament an alternative outdoor education programme has been planned, that does not involve overnight camp activities.

HOMEWORK:

Homework is set at the discretion of the classroom teacher. When given, it is intended as a step towards developing independence and time management skills. Homework will usually reflect class programmes and often will be an extension of what is happening in the classroom. The time spent on homework should never become burdensome. Please contact the class teacher if this is the case. All homework should be able to be done independently, however, your support is always appreciated.

BANKING:

School banking is offered on Thursday morning with either Westpac or The National Bank. For Westpac banking your child needs to take their bank book to their classroom or drop it into the Westpac Banking bag in the office. For National Bank banking your child needs to place their bank book into the posting box in the school office. Once they are processed, the bank books are returned to your child's classroom.

DRINK BOTTLES:

For your children's safety, we ask for your co-operation in sending drinks to school in plastic containers and not in glass bottles.

MONEY/TOYS:

Children are not encouraged to bring money or toys to school. Should they do so, it is suggested that they give them to their teacher to look after for safe keeping.

ROAD WARDENS:

Trained Year 6 children go on road supervision from 8.30 a.m. - 8.55 a.m. and 3.00 p.m. to 3.15 p.m. on Leinster Road and Aikmans Road. Children are urged to cross at these times for their own safety as our surrounding streets are very busy. Parents crossing their own children are asked to please respect the crossing patrols and cross on the crossings.

TRAFFIC:

The roads around our school are narrow and traffic density is high. To help alleviate congestion at the beginning and end of the school day, parents are asked to observe the three minute loading zone on Aikmans Road. Traffic authorities will be called if parked cars obstruct driveways. It is vital that access to the school entrances is clear at all times. **Parking outside the school administration area is restricted to staff, service vehicles and taxis only. This is a health and safety issue.**

CYCLING:

In accordance with Ministry of Transport recommendations, the Board of Trustees discourages all primary children from cycling to school. Children under the age of 10 years do not have fully developed peripheral vision and they also have difficulty judging speed of traffic.

“WALKING BUS” INITIATIVE:

This City Council initiative is encouraged by the school. A “Walking Bus” which is organised and supervised by parents operates each morning. This is a local initiative. If a group of parents wishes to organise a similar “bus” in their own specific area, our school will be able to assist them in organising this.

PARENT HELP:

The main areas of help are requested in:

- Helping in classrooms – listening to reading, reading stories, supervising groups, library help etc.
- Making equipment - assisting with the covering of books and processing books for classroom/library use, illustrating 'blown up' books.
- Assisting with sport - if you have skills in any particular area, we would appreciate you sharing these with us.
- Camp Mums and Dads. (Demanding but rewarding.)
- Using parents' expert knowledge/skills to provide extra experiences for the children.
- Volunteering to serve on the Board of Trustees or the Parent/Teacher Association.

SCHOOL CANCELLATION LINE: Radio Station 3zB. Where possible a message will be placed on our School phone and website. If a cancellation affects the whole school we will also use the Cancellation Line on Radio Station 3ZB.

SCHOOL PROCEDURES:

ELMWOOD NORMAL SCHOOL ENROLMENT SCHEME 2011

HOME ZONE:

All students who live within the home zone described below (and shown on the attached map) shall be entitled to enrol at the school.

Elmwood’s Home Zone is from the point where the railway line crosses Wairakei Road, the boundary line follows Normans Road, Papanui Road, Innes Road, Browns Road, St. Albans Street, Bristol Street, Clare Road, Onslow street, Derby Street, Papanui Road, Bealey Avenue, Colombo Street, Tuam Street, Riccarton Avenue, Deans Avenue, Kilmarnock Street and then returns along the railway line to the commencing point.

IN-ZONE ENROLMENTS:

If your child’s usual place of residence is within our school zone, then enrolling is easy. Please visit our school website to download an inzone enrolment form or just call into the school office. To complete enrolment please bring with you your child’s birth certificate or passport, (overseas born children will need to bring their passport please), immunisation certificate and proof of address (Rental Agreement or Purchase Agreement only) for the in-zone address. An in-zone declaration will also need to be completed and this can be downloaded from the school’s website or signed at the school office.

CONDITIONS OF IN-ZONE ENROLMENT:

The address given to Elmwood Normal School at the time of application for enrolment **must be the student’s usual place of residence when the school is open for instruction**. This means that if you currently live at an in-zone

address but move to an out-of-zone address before your child's first day of attendance at the school, your child will not be entitled to enrol at the school. To enable confirmation of any in-zone enrolment, a copy of the rental or purchase agreement is required to be held on the school's files.

The Ministry of Education has advised that parents should also be warned of the possible consequences of deliberately attempting to gain unfair priority in enrolment by knowingly giving a false address or making an in-zone living arrangement which they intend to be only temporary eg:

- Renting accommodation in-zone on a short-term basis;
- Arranging temporary board in-zone with a relative or family friend;
- Using the in-zone address of a relative or friend as an "address of convenience", with no intention to live there on an ongoing basis.

If Elmwood Normal School learns that a student is no longer living at the in-zone address given at the time of application for enrolment and has reasonable grounds to believe that a temporary in-zone residence has been used for the purpose of unfairly gaining priority in enrolment at the school, then the Board may review the enrolment. Unless the parents can give a satisfactory explanation within 10 days, the Board may annul the enrolment. This course of action is provided for under section 110A of the Education Act 1989.

OUT OF ZONE ENROLMENTS:

Elmwood Normal School operates an Enrolment Scheme a copy of which can be found below and on our website. If you wish to apply for an enrolment place in our school and live out of our school zone, you will need to follow the procedures as set out in our Enrolment Scheme as stated below.

CONDITIONS OF OUT OF ZONE ENROLMENTS:

Each year the Board will determine the number of places that are likely to be available in the following year for the enrolment of students who live outside the home zone. The Board will publish this information by notice in a daily or community newspaper circulating in the area served by the school. The notice will indicate how applications are to be made and will specify a date by which all applications must be received.

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

- *First Priority* - This priority category is not applicable at this school because the school does not run a special programme approved by the Secretary.
- *Second Priority* - Will be given to applicants who are siblings of current students
- *Third Priority* - Will be given to applicants who are siblings of former students
- *Fourth Priority* - Will be given to applicants who are children of Board employees.
- *Fifth Priority* - Will be given to all other applicants.

If there are more applicants in the second, third, fourth or fifth 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 and on the school's website.

OUT OF ZONE BALLOT DATES FOR 2011: All applicants will be notified in writing within five days following the ballot.

For Term 1 2011	Closed: 13 October 2010	Ballot Date: 15 October 2011
For Term 2 2011	Closed: 9 March 2011	Ballot Date: 11 March 2011
For Term 3 2011	Closes: 1 June 2011	Ballot Date: 3 June 2011
For Term 4 2011	Closes: 31 August 2011	Ballot Date: 2 September 2011
For Term 1 2012	Closes: 3 October 2011	Ballot Date: 5 October 2011

PRE-ENTRY (New Entrant Children) PROCEDURES:

Once you have enrolled your child, you will be contacted by the school and invited to attend a parent meeting where your child's classroom teacher and either the Deputy Principal or Principal will be present. At this meeting you will be informed about the classroom programme your child is about to enter and any school-wide issues will be discussed. Each new family to the school will receive a 'Welcome to Elmwood Normal School' kit that contains information about the 'big day'. Two weeks before your child starts school, your child will be invited to attend school from 11.00 am to 1pm during which time a parent must be present. This involves class time as well as part of lunchtime. For the first four weeks at school your child will attend from 8.55 am to 1.30 pm. After that time they attend until 3.00 pm.

New Entrant Parent Meeting dates are as follows:

For new entrant children starting in Term 1	=	4 November 2010	Library
For new entrant children starting in Term 2	=	10 March 2011	6A
For new entrant children starting in Term 3	=	9 June 2011	6B
For new entrant children starting in Term 4	=	8 September 2011	6B
For new entrant children starting in Term 1, 2010	=	3 November 2011	Library

Enrolment map zoning



Streets in zone

Aikmans Road	Clare Road (part)	Glandovey Road (part)	Mervale Lane	Roleston Avenue
Airedale Place	Clifford Avenue	Gloucester Street (part)	Mona Vale Avenue (part)	Rossall Street
Akela Street	Cleasid Street	Gracefield Avenue	Montreal Street (part)	Rugby Street
Andover Street	Colombo Street (part)	Harper Avenue	Murray Place	Salisbury Street (part)
Armagh Street (part)	Confence Street	Heaton Street	Naseby Street	Shrewsbury Street
Bealey Avenue (part)	Cox Street	Helmons Lane	Normans Road	St Albans Street (part)
Beveridge Street	Darvel Street (part)	Herford Street (part)	Office Road	St Andrews Square
Beverley Street	Deans Avenue (part)	Howells Road	Orslow Street	Stirling Street
Bristol Street	Derby Street (part)	Highgate Avenue	Oxford Terrace (part)	Strowan Road
Browns Road	Desmond Street	Holly Road (part)	Papenai Road	Tonbridge Street
Cambridge Terrace (part)	Devonport Lane	Holmwood Road	Park Terrace	Tuam Street (part)
Carlton Mill Road	Donald Place	Innes Road (part)	Pearcock Street	Victoria Street
Cashel Street (part)	Dorset Street	Kilmarnock Street (part)	Peel Street	Warrnapa Terrace
Chatterham Street	Dublin Street	Kilmore Street (part)	Petalborough Lane	Webb Street
Chester Street West	Durham Street (part)	Leinster Road	Petalborough Street (part)	Westwood Terrace
Church Lane	Elmwood Road	Lichfield Street (part)	Poynder Avenue	Winchester Street
Clout Street	Exeter Street	Lloyd Street	Rastick Street	Wood Lane
Clare Road (part)	Fendaton Road (part)	McDougall Avenue	Repton Street	Worcester Street (part)
	Fullon Avenue	Manfield Avenue	Rhodes Street	Whodan Terrace
	Garden Road	Matal Street East	Riccarton Ave (part)	

CURRICULUM STATEMENTS

The Elmwood Normal School Curriculum Planning and Delivery Document is the physical outcome of a two-year professional development programme in which all staff members participated. The redesign of the New Zealand Curriculum provided our school with the ideal opportunity to create a teaching and learning programme, which was designed specifically for our community. We wanted our teachers to be creators of new ideas, thinkers for change, and to communicate a way forward. We wanted our teachers to think further and beyond, outside the square and to connect their passion to others in order to turn their vision into reality. We wanted our teachers to create direction rather than wait for direction, and for them to have strong educational values and to align these values to their classroom vision.

Our vision for success centres on three key areas:

- Values
- Key Competencies
- Essential skills or key tasks in the seven learning areas.

This will lead to a successful learner outcome with a young citizen who exhibits:

- Intellectual astuteness
- Innovative and curious learning traits
- Smart learning habits
- Strategic thinking habits
- Creative and reflective thinking
- High expectations with a strong focus on achievement
- A desire to contribute to the wider community, and most importantly
- Possess and model strong values

Our vision can be summarised by having each child leave our school as “an emotionally intelligent and confident child ready for the next learning stage and challenge in life”.

This learning framework and the associated curriculum guidelines provide our teachers with a framework for the planning of innovative, creative, effective and high quality classroom teaching and learning programmes.

Kevin Gooch
Principal

Richard Oswin
Deputy Principal

ASSESSMENT:

The primary purpose of assessment is to improve students’ learning and teachers’ teaching as both student and teacher respond to the information that it provides. Each day, staff carry out many forms of assessment to assist their own teaching and learning programmes.

Each year, school-wide quality assurance snapshots of student achievement are conducted. The following monitoring regime is observed at Elmwood:

Term 1:

Y3-Y6 Progressive Achievement Tests (PAT) for Listening Comprehension, and Mathematics and Reading Comprehension, Reading Vocabulary [Y6 only)

Term 2:

Y1-Y6 National Standard for Reading, Writing, Mathematics

Y4-Y6 ICAS Science

Term 3

Y1-Y6 Reading Running Record

Y1-Y6 ICAS Mathematics, English

Y6 ICAS Spelling

Term 4

National standard for Reading, Writing, Mathematics

Throughout the year school entry data (SEA) is collected on children in their first four weeks of school. Further, comparative data is collected on children as they turn six, to determine progress made during the first year of a child's formal schooling.

INFORMATION AND COMMUNICATION TECHNOLOGY:

At Elmwood Normal School we give all pupils the skills and confidence to use information technology across all seven learning areas in the national curriculum. We use information technology to overcome the social and distance barriers to learning. Through the internet we can access knowledge banks of the world.

Classrooms are well resourced and include ICT equipment and phones. Desktop and Laptop computers are used in all classrooms and are networked. The phone is for education resources and should only be used in case of emergency. Email is a good way to make contact.

To further view our school, please check out our website: www.emlwood.school.nz

MUSIC:

Performance music plays an integral part in the life and education of all children at Elmwood Normal. Opportunities exist for all children to be involved in musical activities at all levels throughout the school from fundamental classroom programmes through to selected groups where membership is gained by audition. The following groups function on a regular basis:

- * Orchestra
- * Elmwood Singers
- * Chamber Groups
- * Recorders offered in many classes
- * Syndicate singing - offered at all levels
- * Itinerant classes in violin, flute, clarinet and cello

EDUCATION OUTSIDE THE CLASSROOM (EOTC):

A wide range of experiences outside of the classroom is offered from the new entrant level. Children are challenged physically, intellectually and emotionally to interact with each other and to discover personal resources. Permission for your child/children to attend curriculum based EOTC activities is given by way of a parent signature on the EOTC form sent out by the classroom teacher, at the beginning of the school year, which is then filed on the classroom file. Full details of any EOTC activities will be provided by your child/rens classroom teacher prior to any activity taking place.

PHYSICAL EDUCATION:

1. Regular classroom lessons (fitness and skills)
2. Sport
3. Perceptual Motor Programme

Teachers aim to develop broad based skills which will enable children to make more specialised choices later in sport and recreation. Lessons in a supportive relaxed atmosphere provide opportunities for the children to enjoy physical activity. Fitness programmes support these skill lessons.

SPORT:

Sports coaching and games take place in lunch hours for Y4 - Y6 children. We offer a variety of summer and winter sports. All our teams play against other schools in organised Friday afternoon competitions throughout the year. Netball Teams also compete in the Future Ferns Netball competitions on Friday after school and Saturday mornings at Hagley Park. The school competes in the North Zone and Central Zone Tournaments and Canterbury Tournaments when successful. The school offers, Athletics, Cross Country, KiwiTag, Cricket, Tball, Volleyball, Netball, Rugby, Hockey, Soccer and Rugby League. For children not representing the school, sport skill sessions are held back at school during this time.

SWIMMING:

Swimming lessons will be taken in the school pool from the beginning of the first term until the weather becomes too cold. Lessons resume in the fourth term when temperatures become warmer. This is part of the school programme and all children are expected to take part. Winter swimming at Aquagym is also part of some classroom programmes.

PERCEPTUAL MOTOR PROGRAMME:

All five year olds are taken in class groups for specific tuition in areas such as ball handling, eye and hand co-ordination, balance, self-confidence, listening and concentration skills. Other children are included in this programme where appropriate.

FACILITIES

SCHOOL LIBRARY:

Elmwood Normal children and staff are proud of our well resourced library. Our library provides many exciting books, magazines, our children's own published writing, Information file, DVDs, charts and more. All of these can be located through our automated library system.

The children and staff use the OPAC (on-line public access catalogue) extensively to support their learning. Children use CD-ROMS and have supervised Internet access for up to date reference material. We have recently put a homepage on the Internet and children contribute material to this.

The library is staffed during school hours and pupils are encouraged to come and go according to their needs. Our library is a busy, exciting, friendly place. Parents are most welcome to visit and or assist children with book selection.

AUDITORIUM:

We have a magnificent auditorium which benefits all the children in our school and is a popular facility for community groups and organisations. The auditorium is wonderfully versatile and is in use every day by various school groups for Celebration Assembly, physical education, sport and drama, choir and orchestra and a perceptual motor programme. If you would like to visit and see some activities taking place, during the school day, please feel very welcome to do so.

The school has a unique partnership with the Elmwood Players Inc. who are based in the auditorium. This benefits the children, by providing theatrical experiences and involvement with equipment and costumes.

A variety of community organisations hire this facility for use in the late afternoons evenings and weekends.

If you would like to make an enquiry about private hire of the auditorium please contact the school.

DENTAL CLINIC: This is currently under review

All children enrolled at Elmwood Normal School will be seen by the Dental Nurse, unless they are under private care. If your child has not been under treatment at this Clinic as a pre-schooler, please contact the therapist to advise whether you wish to enrol your child.

Children will receive a letter after their first examination to inform you of the care they require. Please fill in the tear off sheet and return to the Dental Clinic. The Clinic telephone now has an answerphone which will operate even when the Clinic is closed. Please feel free to call in if you have any queries.

OSCAR PROGRAMME:

The Oscar programme has been established in response to a need for an after school programme. It operates on the school site in the OSCAR room behind the Dental Clinic. Further information about Oscar can be obtained from the school office or from our school website. A form can be downloaded from our school website.

PTA - PARENT/TEACHER ASSOCIATION COMMITTEE:

Elmwood Normal School is fortunate to have an energetic and highly motivated PTA.

The PTA provides a very important communication link between parents, staff and Board of Trustees. It provides a forum for parents and staff to meet, it organises selected social events to foster community spirit within the school and it also provides services within the school, e.g. the sale of uniforms. The PTA is also an important fundraising body. They provide many extras for our children - things that our school budget simply could not provide. The PTA has been responsible for the purchase of many computers, hundreds of library books, sports equipment, the junior playground and classroom furniture.

The PTA Committee meets monthly. Parents are welcome to join the PTA. It is an excellent forum to meet people and become involved in the school.

Please visit the PTA portal on our school website for more information on the PTA.

SUPPORT SERVICES

The school has official access to a large number of specialist agencies such as the Special Education Service, Police Education Officers, Reading Resource Teachers and Visiting Teachers.

- **PUBLIC HEALTH NURSE:**

We are very fortunate to have a Public Health Nurse who visits the school regularly. If you wish your child to be seen by the nurse with regard to any particular problem, please do not hesitate to contact the office by phone or inform the class teacher.

At intervals, children have hearing and sight tests from the Health Department's Audiologist. If you are concerned about your child's hearing or sight, please contact the office.

- **SPEECH-LANGUAGE THERAPIST:**

The Speech-Language Therapist visits Elmwood Normal twice yearly to follow-up work and assess new referrals. Parents are also welcome to contact the Speech Therapist to discuss concerns and/or possible referrals.

ELMWOOD NORMAL SCHOOL UNIFORM

PLEASE NAME ALL CLOTHING: (See back of booklet for current price list)

It is expected that all children will wear the Elmwood Normal School uniform at all times. Orders can be placed through the School Office and will be filled by the end of the following week. The uniform shop co-ordinator for 2011 is Linda Gibb

Ph: 351 1695. The shop which is located in the Auditorium is open prior to the Celebraiton Assembly between 8.30 am – 9.00 am.

Second hand uniform sale is held every Tuesday 8.30am – 9am beside the PTA room in the maind block. The uniform service is run by the school's PTA.

GIRLS SUMMER UNIFORM:

- Plain gingham dress with gingham collar and cuffs
- **OR**
- Gingham culottes
- Elmwood Normal School short sleeved polo shirt
- School sweatshirt or polar fleece
- Sensible shoes
- Hair Scrunches or Hair Bands

GIRLS WINTER UNIFORM:

- Elmwood Normal School plaid pinafore
- **OR**
- Navy cotton knit winter culottes
- **OR**
- Elmwood Normal School wool plaid culottes
- **OR**
- Navy trackpants
- Elmwood Normal School long sleeved polo shirt or navy or white skivvy
- School sweatshirt or polar fleece
- Navy tights or navy over-the-knee socks
- Black shoes
- Hair Scrunches or Hair Bands

BOYS SUMMER UNIFORM:

- Navy shorts worn with Elmwood School short sleeved polo shirt
- School sweatshirt or polar fleece
- Sensible shoes

BOYS WINTER UNIFORM:

- Navy shorts worn with knee high school socks
- **OR**
- Navy trackpants
- Elmwood Normal School long sleeved polo shirt or navy or white skivvy school sweatshirt or polar fleece
- Black shoes