

2018

Prospectus

Telephone / Fax (03) 236 4090

24 McCaughan Street
Browns
R.D. 1
Winton 9781

office@hillside.school.nz

WELCOME TO HILLSIDE PRIMARY SCHOOL

We are a two teacher Primary School situated in Browns Township, 9 kms from Winton. We have two classrooms, Room 3, for years 1-3 and Room 1 for years 4-8.

We are a small, friendly school with a high standard of achievement and high hopes and expectations for our students.

STAFF

Principal	- Mrs Tina Shaw
Room 1 Teacher (Yr 4-8)	- Mrs Tina Shaw
Junior Room Teacher (Yr 1-3)	- Mrs Mary Haworth -
Principal Release Teacher	- Mr Terry Child
Secretary	- Mrs Hannah Wilson
Teacher Aide's	- Ms Nadia van Uden - Mrs Diane Baynes
Cleaner	- Mrs Samantha Chandler
Dental Therapist	- Winton

SCHOOL HOURS

First Morning Session	9.00am – 10.45am
Playtime	10.45am – 11.00am
Second Morning Session	11.00am – 12.30pm
Lunchtime	12.30pm – 1.15pm
Afternoon Session	1.15pm – 2.45pm

Secretary's Hours **9am - 1pm Tuesday, Wednesday & Friday**

BOARD OF TRUSTEES

The Board of Trustees is made up of -

- 5 elected parents / caregivers of the pupils at the school
- The School Principal
- A Staff Representative, elected by Staff Members
- Co-opted members - if the B.O.T. wishes to co-opt
- The elections for B.O.T. members are held every 18 months and voting papers are sent to all parents / caregivers at the school.

OUR PRESENT BOARD

CHAIRPERSON	Polly Hudson	236 4136
VICE CHAIR PERSON	Sharyn Hamilton	236 4087
MEMBERS	Iain Davidson	236 4164
	Sharyn Hamilton	236 4087
	Raewyn Spencer	236 4067
PRINCIPAL	Mrs Tina Shaw	236 4043
STAFF REP	Mr Terry Child	0211 769 636

ROLE OF THE BOARD OF TRUSTEES

- To oversee the preparation of the School Charter.
- To establish policies to support the Charter
- To approve and monitor the school Budget
- To appoint school staff
- To provide training and development programmes for the Staff and B.O.T. Members.
- To report annually to the school community on the School's achievements in relation to the Charter

BOARD OF TRUSTEES MINUTES AND MEETINGS

Unless otherwise advised, the Board meets on the 4th Wednesday of each month in the Library, starting at 4.00pm.

Reminders are contained in the newsletter. Observers are welcome.

Copies of the meeting minutes are kept in the School Office for parents to read.

When appropriate, copies of Policies to be reviewed are sent home beforehand for comment.



CURRICULUM:

We provide classrooms which are positive, encouraging and nurturing learning environments. Our aim is to help our children become motivated lifelong learners. We provide a variety of enjoyable and challenging experiences, resources and teaching styles ensuring work is taught in a meaningful and purposeful context.

INTEGRATED CURRICULUM:

We deliver an integrated curriculum which is always based on a whole school topic or inquiry. The integrated inquiry approach allows all learning to be meaningful by creating authentic contexts for learning and creating links between subject areas. We choose topics carefully to ensure high interest for all ages and genders.

LITERACY:

Reading:

At Hillside it is our goal that all students read at or above their chronological age and National Standard expectation. We provide language rich curriculum programmes which nurture and develop literacy skills. Through regular assessment the staff can identify any difficulties or strengths and provide support or extension activities.

Writing:

Writing is a component of the English curriculum. At Hillside we provide structured planned experiences which enable our students to become familiar with and use a range of text forms for a variety of purposes. Most writing experiences are directly linked to the current topic or inquiry. Hillside provides a structured writing delivery plan which integrates writing, reading and oral language to create a meaningful and supportive context for learning.

Visual Language:

Visual language is part of the integrated English programme. The children will experience:

- Regular handwriting sessions which focus on individual needs
- A range of presentation methods using a range of technologies
- A variety of visual language text forms
- Opportunities to respond, discuss, interpret, use and produce moving and static images.

Oral Language:

The oral language strand is a component of the English curriculum. We have a detailed delivery programme which is designed to support the reading and writing programmes and give children confidence when speaking. Every year the Yr 5 - 8 students take part in the Creative Speech Competition, the Junior children also join in the first stage held at school.

NUMERACY:

Hillside School implements the Numeracy project. It is delivered throughout the school from Year 0 to Year 8 Numeracy areas covered are addition and subtraction, multiplication and division, fractions, percentages, proportion/ ratio and algebra, teaching numeracy through measurement, geometry and statistics.

Mathematics and Statistics

By studying mathematics and statistics, students develop the ability to think creatively, critically, strategically and logically. They learn to structure and to organize, to carry out procedures flexibly and accurately, to process and communicate information and to enjoy intellectual challenge.

At Hillside Primary School mathematics and statistics programmes will enable our children to become confident in applying their knowledge and understanding to practical everyday situations and be able to use this within other learning areas.

SCIENCE:

The science curriculum consists of four strands; the living world, the material world, the physical world and the planet earth and beyond.

All learning is planned through meaningful contexts. The particular needs of the students are met and planned for by knowing about and using their prior knowledge and experience.

At Hillside Primary School, we believe learning in Science is fundamental to understanding our world. It involves generating and testing ideas, gathering evidence in order to develop scientific knowledge and understanding and explanations.

Learning experiences in all science strands are covered over a year. Each strand is delivered through inquiry themes and topics. All topics are designed to encourage students to think about and explain scientific concepts. Interesting and varied resources are used to support the children in all learning activities. The School also has a science lab which is used for a range of supervised science investigations.

SOCIAL SCIENCES:

The aims of social sciences education is to enable students to participate in a changing society as informed, confident and responsible citizens.

The programme is planned to meet the requirements of the social sciences New Zealand curriculum. The social sciences programme works on a two year cycle. All achievement objectives are covered over two years.

The programme is organized to cover the four conceptual strands: Identity, Culture and Organization, Place and Environment, Continuity and Change and the Economic World. Social Science topics normally integrate two or more strands together. School trips, experts, films etc all play a big part in the delivery of the social sciences topic inquiry.

THE ARTS:

The Arts consist of 4 disciplines: Visual Art, Music, Drama and Dance.

Where possible the Arts are integrated into the whole school Topic, although sometimes certain areas are taught explicitly by themselves. Every two years there is a whole school production. The production is the children's own work based on the topic for Term 3. Where appropriate the children use Drama and Dance to convey ideas and learning for a variety of purposes eg. J Rock, Assembly, Break-up presentations.

Each year we hold an Arts Week which provides an opportunity for the children to focus on 1 discipline and work with experts if appropriate.

Music Festival:

Students participate in all aspects of music our school also participates at the biannual music festival held in Winton for surrounding schools. This evening is enjoyed by students and parents alike.

PHYSICAL EDUCATION AND HEALTH: SPORTS PROGRAM:

At Hillside we provide children with the opportunity to explore and try many sports eg rugby, netball, cricket, T ball, hockey, softball, soccer, volleyball, basketball, badminton, ripper rugby, touch rugby, swimming, squash, and tennis etc. All curriculum requirements are met and exceeded through our sports and health programme.

Physical Activity:

As already described in Sports programme

Sports Studies: This area includes opportunities to develop skills for participating in a range of sporting activities such as playing, coaching others, identifying and discussing the attitudes, values and specific practices.

Outdoor Education

Outdoor Education provides children with opportunities to develop personal and social skills to become safe and skilled in the outdoors, and to protect and care for the environment.

HEALTH PROGRAMME:

Key areas of learning are required to be incorporated in programmes for all students.

Mental Health - includes topics such as building self esteem, discrimination, stereotyping, implementing strategies to support themselves and others during times of stress. Some programmes currently delivered are Kia Kaha, DARE

Food and Nutrition - some programmes currently delivered are 5+ a day, Healthy eating topic.

Body Care and Physical Safety

Some programmes currently delivered are: Firewise, Roadsense, Sun Smart and safety related to topic eg. bush safety, kitchen safety.

SEXUALITY EDUCATION:

Sexuality education is a strand of the health curriculum. The goal of sexuality education at Hillside School is to provide students with the knowledge, understanding and skills they need to develop positive attitudes to their physical, emotional and social development. The principles underlying the treatment of sexuality education at Hillside School are those of;

- Recognizing that family is the primary educator of children in matters to do with sexuality.
- Ensuring that teachers and health professionals who teach sexuality education are appropriately trained and qualified.
- Ensuring that the learning materials used within the programme are carefully selected and that they reflect the goals and principles.
- Enhancing communication between the school and the home whenever possible.
- Sexuality education programmes will emphasise attitudes of respect, care and concern.

-Involve consultation with parents/ caregivers and be developed with sensitivity to the needs of the students and the values important to the community.

TECHNOLOGY:

Technology is rapidly and continually changing therefore teaching technological knowledge and practice enable children to keep pace with global technological development. Technology begins from an authentic need. Examples of technology topics covered in recent years include;

Designing sunhats; from the need of acquiring new sunhats.

Developing a healthy school restaurant; from the need to develop healthy lunches.

Keeping food fresh; Held a school picnic as part of a science topic on food preservation.

Designing a running costume; as part of a science topic on materials.

Year 7 and 8 students attend the Winton School Technology Centre for 4 days a term throughout the year.

School Garden

The children have been responsible for the development of the school vegetable garden. They have focused on propagation, growing and selling vegetables, using produce in cooking projects.

DIGITAL TECHNOLOGY

Teachers have been involved in extensive professional development to enable them to guide and facilitate students in the effective use of ICT technologies. Our school is well equipped with computers with a ratio of 3:1, laptops, digital photo & film equipment, digital projector, i-pads, e-readers and Smart-TV's.

Hillside School Facebook Page – which showcases school activities and achievements.

School Stream App – receive school information, instantly and directly to your smartphone, including newsletters, notices and reminders.

Hillside website – Our website contains information about Hillside School eg, BOT news, policies, curriculum etc.

LERNING LANGUAGES

TE REO MAORI:

Maori language and culture are integrated into all topics as well as being taught as a stand alone subject.

FRENCH:

The Students in the Senior Room learn French through the Ministry of Education “Oui” programme.

CAREER EDUCATION:

Career Education is also a focus for our senior students to encourage forward thinking and planning increasing awareness of how their effort in education affects their future. This is normally integrated into inquiry learning.

GIFTED AND TALENTED:

Throughout the year selected students take part in the REAP GATE programme. Students have attended workshops in Science, Maths, Leadership, Robotics, Writing, Illustration to name a few.

HOMEWORK:

Children at Hillside are given homework on a regular basis, from Monday to Thursday. Senior students may have homework set for Fridays and weekends.

The purpose of this homework is to reinforce work covered at school, to practice study skills and develop study habits. Completing homework is extremely important to your child's achievement.

HOME READING:

Every child at Hillside School will bring home a reading book each night. Please sign your child's reading diary every night to show you have either heard you child read (Year 1-3), or seen them read (Years 4-8). Your child's teacher will provide you with ideas on how to listen to your child read, or share a book with your child. There are also some very useful tips for encouraging reading in your child's reading diary.

OPEN DOOR POLICY:

At Hillside we have an open door policy which means parents are welcome to come in to school at any time. You are welcome to come and sit in on classes and join in if you wish. It is helpful to teachers to be informed if you are going to visit the class eg in case of testing etc.

If you wish to talk to a teacher or Principal about specific topics it is best to arrange a time that is convenient to both of you.

REPORTING TO PARENTS

We keep Parents informed of their child/ren's progress and of school happenings through

- regular newsletters - usually once a week
- Home and School meetings - usually once a term
- Written reports - Full reports Term 2 & 4. A portfolio is also sent home at this time.
- Parent Interviews - formal Parent Interview Sessions are held during week 6 of term 1, and early in term 3, but parents can make an interview at anytime.
- If you have a concern or worry - the first person you should contact is your child's classroom teacher. Phone him/her, at school, or come along and see them.
- If you still feel concerned, then discuss the matter with the School Principal.
- If you are still not satisfied, then approach the Board of Trustees.

Some concerns are quickly remedied, but others will take more time. However, once we are aware of your concern, we can begin to try to improve the situation.

Our Teachers are interested in their pupils, and they are most willing to discuss any worries you may have regarding your children.

CURRICULUM INFORMATION:

At the beginning of each term Long Term Plans, which describe the work to be covered are sent home. Individual classes will also send home "work to be covered" information.

CHARTER AND POLICIES:

The School Charter is a legal undertaking by the Board of Trustees to the Minister of Education.

It is backed up by Policies which show how the school is going to achieve the goals outlined in the Charter.

Copies of the Charter and our policies are held in the School Office for parents to read.

Policies are sent home with newsletters as they are approved.

EDUCATIONAL AGENCIES

There are many Educational Agencies and some that we have regular contact with are outlined in this booklet.

MINISTRY OF EDUCATION

The Ministry of Education is based at 78 Don Street. The Ministry is responsible for the management of school property in Southland, with Maurice Lock as the District Property Manager.

The Ministry's other responsibilities e.g. approving of Charters, are handled by the Dunedin office.

EDUCATION REVIEW OFFICE (ERO)

The ERO team for Otago/Southland is based in Dunedin.

ERO team members visit schools every 2-3 years.

The ERO team looks at how Schools reach positive learning outcomes – knowledge, skills, attitudes and habits. They look at what is working well and suggest where improvements can be made.

SPECIAL EDUCATIONAL SERVICE (SES)

Special Education Services are based at the corner of Forth and Ness Streets.

Schools and Parents may approach the SES team if they have a concern about a child's learning or behaviour.

The SES team contains Psychologists, Speech/Language Therapists, Visiting Teachers, Advisers, and Early Intervention Team and a visiting Adviser on Deaf children.

SOUTHERN HEALTH (SDHB)

Some of the people employed by Southern Health have frequent contact with schools.

They include a -

- School Health Nurse - who visits the school once a month.
- Hearing/Vision Tester - who visits once a term twice a year.

We do not have a Dental Clinic on our grounds. The children who are enrolled with the School Dental Service will be treated at the Winton School Dental Clinic.

The children will be seen at least once a calendar year. If you need to contact the Dental Therapist please phone 236 7104, should the clinic be closed you will automatically be put through to the School Dental District Office, where you will be directed to your nearest Dental Therapist

GENERAL INFORMATION

TRANSITION TO SCHOOL

Just prior to your child turning 5 at least 2 ½ days of schooling will be arranged to suit you and your child to make the transition to school smoother.

Throughout the year we hold at least 3 pre-school afternoons a term. These are advertised in the School / Community Newsletter and are for 4 year olds accompanied with a parent. You will also be issued with a pre-school literacy kit which is provided by Invercargill East Rotary.

STARTING SCHOOL

On the day that your child starts school, bring him/her along to the Office before school starts. A welcome by the Principal will be followed by the official enrolment process, if this has not been done prior to your



child's first day. This process involves filling in forms and verifying age by checking the birth certificate, please bring one along. After this you will be taken to your child's classroom. We also need to sight and photocopy your child's immunisation documentation.

SUNHATS

When your child starts school in accordance with our Shady Schools Policy, they will be issued with a wide brimmed sun hat. This is to be worn during the warmer months. The hat remains the property of Hillside Primary.

HIGH VIZABILITY VESTS

The school will issue each child a High Viz Vest to be worn walking/biking to school, waiting for the bus and any other appropriate time.

MONEY

If your child has to bring money to school we would appreciate it if it was in a named, sealed envelope with the amount and purpose written on the front.

Envelopes are to be handed to teachers.

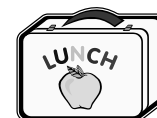
Parents are advised not to send any money to school unless they have received a written note from their child's teacher or details have been included in the weekly Newsletter.

ABSENCES

If your child has been absent, you are asked to send a note to school upon his/her returns. A phone call on the day of absence is also appreciated.

LUNCHES

There is a pie warmer at school and children may place food in it to be heated.



DONATIONS

At the beginning of each year families are invoiced for an annual donation.

This is set at \$40.00 per year for the 1st child and \$25.00 for each other child - up to 3 children total.

BICYCLES

Some children bike to school and there are bike stands in the grounds for them to store their bikes. Any child biking to school **must** wear a protective cycle helmet. Children are not to ride their bike down the school driveway. It is recommended by the Police Education Officer that children under 10 should not ride their bike to school.

ASSEMBLIES

We have an assembly twice a week (Monday afternoon and Friday afternoon) at which we talk about positive things that have happened during the week. Parents are most welcome to attend these.

Certificates are awarded at each assembly to children whose work or behaviour has been especially good.

COMMUNITY ASSEMBLIES

A Community Assembly is held each term at which time pupils share work and activities with members of the community.

UNIFORM:

We have a compulsory uniform consisting of navy bottoms and over tops and white or navy tops & polar fleece. These can be purchased from The Warehouse.

SPORTS WEAR:

When representing the School at Sports events, the following uniform is worn Hillside T. Shirts, Shorts (these are on loan from the Home and School and only for school use).

ATHLETICS/SPORTS:

All children participate in our annual athletics day held in the first Term; this is held in Winton with Hedgehope, Lochiel and Wallacetown. We also join these schools for the Cross country in Term 2. Hillside also has teams in the Friday night touch competition held in Winton in Term 1 & 4. Often, if we have enough

interest we enter other competitions e.g. Soccer and Basketball. Parents are responsible for transport to and from events.

STATIONERY:

We run a school stationery store which sells exercise books and other stationery requirements. At the beginning of the year, a list of each child's stationery requirements is sent home. These can be purchased at discounted prices at the school. Parents will be notified of any further requirements throughout the year. Accounts will be sent home at the end of each term.

SCHOOL ACCOUNTS:

Accounts for any stationery purchased and any other school expenses that the children have not been paid for will be sent home usually in the third last week of each term. As the school has already incurred these costs it is appreciated if parents could pay these accounts termly, please contact the school secretary if you wish to set up automatic payments or for details for online banking or if you have queries.

SCHOOL SECRETARY HOURS:

The school secretary is available for any queries relation to school accounts etc at the school office Tuesday, Wednesday, & Friday between 9.00am - 1.00pm.

STUDENT COUNCIL:

Each year some year 7 and 8 students have the opportunity to be a student council member. These members meet monthly with the Board of Trustees chairperson and the Principal to discuss student based topics, suggestions and activities. Students learn leadership qualities as well as providing students with a "voice" and participation in the decision making process of their school. The student council also fundraise through student based activities like student discos. All funds raised are used to purchase something for the school and its student's eg new stereos, books etc.

SCHOOL CAMPS:

Every 2 years there is a school camp for the years 5-8. Camps we have organized are: Borland Lodge, Deep Cove, Tautuku, Dunedin, Stewart Island and Wellington. Most camps are based on the topic we are doing at the time. Payment for camps to be arranged before departure.

POLICE VETTING: All parents and caregivers that accompany students on school trips and camps will be expected to undergo a police vet. This police vet will last for 3 years.

PET DAYS:

Each year in Term 4 we have our pet day with lots of fun for everyone, jelly faces, sandsaucers, flower arrangements, baking etc and let's not forget the pets.

SWIMMING:

Each year we take part in the Swim Safe programme which normally takes place at the CSC Pool.

SKIING/SKATING:

Annually the whole school participates in the highlight of our winter Education outside the Classroom program. The students have a choice of spending the day either skiing or skating. This day is always looked forward to and enjoyed by both parents and students. Parental help is vital to ensure this activity can continue. Details are sent home closer to the event.

HOME AND SCHOOL ASSOCIATION:

The Home and School Association exists to help maintain the communication between parents and the teachers and to help with various tasks around the school, including fundraising. At Hillside Primary School, the Home and School has one meeting per term, which normally involves a guest speaker, including an annual meeting in October.

President: Nadia van Uden
Secretary: Donna Lindsay
Treasurer: Kathryn Davidson

USE OF SCHOOL FACILITIES

Use of school facilities outside of school hours is at the users own risk. Users will be responsible for reporting and paying for any repairs or replacement due to damage or breakage from the use of the facilities.

A donation to cover electricity and heating cost is to be made to the Board of Trustees. Unless prior permission has been obtained the telephone is not to be used. The school grounds and adventure playground are available for use at all times outside school hours. The grounds are to be vacated ½ hour before sunset.

All rubbish to be placed in appropriate containers.

Use of school facilities is actively encouraged.

The users are to be made aware of the non smoking Policy.

Users of the School are to be made aware of any potential hazards or other health and safety issues, relevant at the time.

No alcohol to be consumed on school grounds without prior Board permission.

