





Vision –

Aspire to achieve excellence in learning for future challenges

Values –

Respect
Creativity
Responsibility
Independence
Confidence
Competency

Principles –

| | |
|--------------------|--|
| High Expectations | <i>Academic excellence in all areas</i> |
| Cultural Diversity | <i>Feeling accepted and respected</i> |
| Learning to Learn | <i>Acquiring the skills to become life long learners</i> |
| Community | <i>Positive relationships through Open Door environment</i> |
| Coherence | <i>Connected curriculum with literacy and numeracy at its core</i> |
| Inclusion | <i>Empowering and challenging all learners</i> |
| Future Focus | <i>Developing a global outlook</i> |

HISTORY

The Fletcher Trust and Investment Company Limited purchased over 636 acres of land for housing development in Belmont in 1967. Some 30 acres were purchased from the Kelson Land Development Company and 606 acres from Belmont Farms Limited. The sub division is now named after the major shareholder of the companies, Dr. W.G. Kells.

The sections became available in 1971, at which an auction was held in the Belmont School Hall. At first there was little evidence of construction on bought sections, so fifteen “spec” houses were built. The average price was \$18,000 for the land and building. In 1973 there were 322 residential lots and a reserve area of about 5 acres.

Provision was also made for a future shopping centre and a tavern in a commercial area immediately adjacent to Kelson School.

Steady growth in the Kelson area convinced the Wellington Education Board to build the latest type of open plan school. However building delays led to the school being opened at Belmont School for the first Term of 1978. The staff of six was appointed and student enrolment numbers on the first day was 86. By 13th February the 100th student had enrolled. The 22nd May 1978 was the first day at the new Kelson School site with a roll of 115.

The official opening of the school took place on 27th October 1979.

CO-OPERATIVE LEARNING SPACES AT KELSON SCHOOL

- Co-operative refers to the structural nature of the classrooms.
- It is an emphasis on individuals’ learning more than whole class instruction.
- It is a situation where the teacher’s role changes from teller to facilitator of learning.
- It is an emphasis on self-initiated and self directed learning rather than teacher directed learning although at first these skills need to be taught.
- The “Open – Classroom” is one approach to teaching and learning; Promotion of active rather than passive learning.
- It is learning and expression in a variety of media rather than pencil and paper and the spoken word.
- It is learning to cope with change.
- It allows the students to work at their own level of ability and be exposed to a wider choice of activities.
- It allows greater sharing of teachers’ talents, skills, knowledge, experience, problems, roles, evaluation, assessment and support.
- It is an opportunity for more 1 to 1 teaching, better group planning techniques, multi teacher use of space, storage, better overseeing, observing and evaluating students, better planned teaching of basic skills and the provision of stimulating programmes.
- It allows for team teaching, adaptability and flexibility.

KELSON SCHOOL MISSION STATEMENT

“Kelson School provides equality of opportunity for each student to learn and develop to their full potential in a co-operative, caring and safe environment.”

CHARTER

The Kelson School Board of Trustees in partnership with the Community has a Charter that sets the goals and objectives that will be followed to enhance the learning of all students.

The School then meets the requirements of the National Educational Goals and National Administrative Guidelines through a series of Policies.

Parents are asked to become familiar with these documents. The School also has in place a Strategic Plan. Minutes of the Board of Trustees Meeting are available for reading. Education Review Office Reports are available also.

WELCOME

We extend a very warm welcome to all Parents / Caregivers and children as they commence their association with this school.

SCHOOL HOURS

School commences at 9.00am daily and concludes at 3.00pm

Classes commence at 9.00am.

Play at 10.45am

Classes at 11.00m

Lunch at 12.30pm

Play at 12.50pm

Equipment away at 1.30pm

Classes at 1.35pm

Classes end at 3.00pm

Dismissal at 3.02 – 3.05pm

School commences at 9.05 on Thursdays due to a Staff Planning Meeting.

A Staff Member is on Duty from 8.30am throughout the day.

SCHOOL CONTACTS

| | |
|----------------|---|
| School Number: | (04) 565-0450 |
| Fax Number: | (04) 565-0097 |
| E-mail | principal@kelson.school.nz office@kelson.school.nz |
| Website | www.kelson.school.nz |

The School Office is opened from 8.30am to 3.30pm.

ATTENDANCE

The Education Act provides the attendance at school from 6 years to 16 years as compulsory. Children can be enrolled at Kelson School on their fifth birthday.

It is important that the school be informed of any students' absences. A telephone call advising of the student's absence on the day of non-attendance is expected.

DAILY ATTENDANCE CHECK

Within the first five minutes of class the class teacher checks time attendance and absences are recorded so that the Office Staff can check on students not present.

This ensures that all students have arrived at school safely.

PRE – SCHOOL ORIENTATION VISITS

Four weeks before a child is eligible to start school, there is an opportunity for pre-school visits.

Visits are every Friday morning (9.00am – 11.00am) for potential New Entrants. Parents are welcome to participate in the morning programmes.

During this time children and parents will find out the names of the Teacher and students, the layout of the buildings and some simple procedures. This allows for a smooth introduction to the school activities.

BE READY FOR SCHOOL

Does your child –

1. Know their own name and address well enough to repeat it when necessary?
2. Know the safest approved way to and from school?
3. Put away playthings after using them?
4. Take off and put on clothing without assistance?
5. Tie their own shoelaces?
6. Recognise their own clothing by a name tag or special mark?
7. Know how to use a handkerchief and always have one?
8. Does your son know how to use a urinal?
9. Know how to wash own hands and remember to flush toilet without assistance.
10. Know who is named as the emergency adult on the school records?

ENROLMENT PROCEDURES

Children cannot be admitted before their fifth birthday. For your child's first enrolment at a school it is necessary to have the following information:

Child's Full Name.

Birth Date (*Verified with a copy of Birth Certificate or Passport*)

Early Childhood Education Form

Immunisation Certificate

Address

e-mail address

Home Telephone number

Father / Caregiver's name

Mother / Caregiver's name

Occupation

Occupation

Place of Work

Place of Work

Work Telephone number

Work Telephone number

Emergency Contact Person

Family Doctor

Health Factors

Custody Arrangements

Ethnic Group or Iwi

Civil Defence Emergency Contact Person (different to above)

All information is confidential within the school.

If any of the above information changes, please notify the school immediately.

PARENTS / CAREGIVERS

Will you?

Talk to your child about starting school, meeting new friends, play games, sing and make things.

Help your child to put on shoes and do them up.

Buy clothes that are easy to manage. Buttons and buttonholes should be large. Big loops on coats, jerseys and hats so that your child can hang them up.

Label clearly all possessions brought to school; lunch boxes, drink bottles, coats, jackets, hats, school bag, library bag, gumboots. Do be sure to check from time to time whether the label is still intact and legible.

Have your child ready in plenty of time for school each day. Ten minutes before classes begin is an excellent time to organise their start to the day and meet friends.

Give your child duties to preform around home, which requires only one or two simple directions. This will build confidence to complete small tasks with independence.

Take your child to an Auntie's or friends to stay awhile so that there is an acceptance that you cannot always be with your parents.

Encourage your child by admiring work brought home. Give the work a place of honour for a day or two.

STATIONERY

At the beginning of each year and when a child commences school during the year, a list of stationery required for the appropriate class is sent home. We endeavour to keep requirements and costs as low as possible.

Stationery can be purchased from school.

All exercise books are to be covered for easy recognition, neatness and the first steps in developing pride in presentation skills.

Further requirements are available from the School Office each morning between 8.30am and 9.00am.

CURRICULUM

Kelson School follows the New Zealand Curriculum and its' framework which sets the direction for teaching and learning. However the content and contexts have deliberately not been specified because it is recognised that individual schools and communities are best placed to determine content and contexts that will engage young people in learning.

Kelson's curriculum includes the key competencies of

- Managing Self
- Relating to Others
- Thinking
- Using language, symbols and text
- Participating and contributing

Major focus on Literacy, Mathematics and Self Esteem

Foster achievements and success

Achievement objectives clearly defined

Programmes with specific learning intentions

IT

The curriculum areas are:

- English
- Technology
- Mathematics
- Social Sciences
- Science
- The Arts
- Health & Physical Wellbeing

REPORTING

The National Standards set consistent and clear expectations for students' progress and achievement in Years 1-8. The standards are in reading, writing and mathematics.

When used in conjunction with effective assessment practices, the National Standards are a powerful means of informing students, parents, families and whānua about how well things are going and what could be enhanced to maximise learning for all students.

Schools are required to report to parents twice a year.

Kelson School has the following formal reporting procedures that will feature the expected National Standard.

- Diagnostic Literacy Survey for six-year-old students
- Mid Year Report and Interview
- End of Year Report or Interview

Parents are encouraged to discuss the Progressive and Achievement tests (PAT) completed in March for Y3-Y6.

Parents are encouraged to observe a Reading Recovery interview when appropriate.

Parents are encouraged to keep in contact with the school and take an opportunity to discuss your child's progress with the Classroom Teacher or Principal at a convenient time.

A phone call to arrange a suitable time would be appreciated.

CLASSES

Children are placed in class groups according to their age not academic progress.

Each child is taught at a level according to their learning needs.

| | |
|------------|---|
| Year Zero | Students whose fifth birthday is between April and December |
| Year One | Students whose fifth birthday is between December and April Students who have been at school as Year Zero the previous year. |
| Year Two | |
| Year Three | |
| Year Four | |
| Year Five | |
| Year Six | |

Year 0 to Year 1 classes do not exceed 15 students

Year 2 to Year 3 classes do not exceed 23 students

Year 4 to Year 6 classes do not exceed 30 students.

SCHOOL EQUIPMENT

The students have access to and use a wide range of school equipment of which the majority has been purchased by locally raised funds. The Ministry of Education issues some basic equipment.

It is important that our equipment is looked after correctly and that items are returned to their correct place of storage. We would ask for parental assistance in developing these important habits. From time to time we ask for more checks of readers and books. Naturally we are pleased to receive returned equipment.

LIBRARY

The school has a well-equipped Library and uses a large part of its resource time to develop and maintain the facilities.

Classes have a regular Library period each week. At lunch time students are encouraged to make use of the library. We do encourage students to use the Library services fully and we ask that they take good care of books issued to them.

Books are allowed to go home but must be carried in a Library bag, a domed material satchel that can be purchased at the School Office. If a book is lost there will be a fee of \$30.

The library does have a Multi-media computer for students to use for research.

SPORT & CULTURAL EXCHANGES

Year 4 to Year 6 students participate in regular interschool sports events. A school polo shirt is expected to be purchased.

Specialised sports teams also participate outside school hours and the shirt is required on these occasions.

GUIDELINES FOR YOUR CHILD'S READING

Children learn to read by reading.

Most days your child will bring home a book chosen from the group reading box. It is important for them to have access to material they meet success with. It maybe a book brought home on several nights. They will enjoy it over and over again either for pure enjoyment of the story or because it gives them confidence in reading. Please do not label the books as "too hard" or "too easy". If parents do feel there is a problem (over a period of a few weeks) make an appointment to see the child's teacher and discuss the child's progress.

Remember the home reader is meant to be at the recreational level.

They should read it confidently as it not only usually an unseen book. Encourage and praise your child for the effort made and foster the love of reading. If your child is tired, put the book away until morning or leave it for the day.

The recreational level uses books that the child has met in class and is able to read. In class time the child is learning at their own instructional level which introduces new readers and skills.

We would like parents to write the name of your child's current home reader in the book folder, the date and your signature. This serves as a check for the teacher and a record for the child's home reading material.

EXTRA READING MATERIAL

It is important that children have a wide variety of reading experiences. From time to time we send home books that we have read and shared as a class or group, a book chosen from class sets and of course the school library book your child chooses each week. These books are not expected to be read by the child but are for parents to read with your child choosing the most interesting. Sometimes they may just want to sit and look at the pictures and “read” it by themselves.

Reading to or with your children is the best way to develop language and confidence.

HOMEWORK

The School has a homework policy. Homework is an aid to learning. More details for your guidance are available in the Administration Policies and this outlines school policy and some guidelines for home assistance.

Regular Reading and basic facts (multiplication, addition, subtraction, and division) revision is homework.

Homework for all classes is appropriate to their age.

EDUCATION OUTSIDE THE CLASSROOM

The school endeavours to give its students as many opportunities as possible to travel to places of interest which will enrich students’ educational experiences. Drama, musical and specialised groups are invited to the school. Students are also involved in inter school sporting and cultural exchanges.

The school encourages Year Four to Six students to become members of the Choir, Music, Sports Teams, Technology and Science Challenges and Art displays.

The School will send home information sheets about visits out of the area or performances and ask parents to return the money charged as an acceptance. You can be assured that the costs involved are kept to a minimum.

The school has an extensive swimming programme for every student in two blocks. The Huia Pool is used for this programme. Term One and Term Four.

Parental assistance is always appreciated and is often requested. Any aspects of a proposed trip that you, as a parent, are unsure of please do not hesitate to ring school.

SPECIALISED PROGRAMMES USED AT KELSON SCHOOL

Reading Recovery Programme:

A programme for individuals to have a series of thirty minutes lessons each day for a period of fourteen to twenty weeks when six years old.

Not all children are selected for this programme. The outcome is that the child will be able to re-join the class programme as a successful reader.

Special Education Services:

Trained professionals who give support for Special Needs children, speech and physical help.

Resource Teachers of Learning & Behaviour:

Trained Professionals to assist in behavioural learning.

IEP:

Independent Learning Programmes.

New Zealand Educational Institutes:

The support union for Teachers and Support staff.

MOE:

The Ministry of Education.

MONEY

Only money, which is required for school, purchases or contributions should be brought to school by the students. If any money is required to be carried by the student, it is advisable to hand the money to the teacher or into the School Office for safe keeping.

PARENTS IN THE CLASSROOM

The school has an 'Open Door' policy and encourages parents to visit and observe the class programmes. However consideration must be given to the period of observation (9.30am to 2.30pm). As the normal programme continues it is preferred those per-schoolers do not come and adults do not talk together. Parents are requested to leave the classroom at 9.00am and not enter classroom at the end of the day.

SCHOOL PROPERTY

We take great pride in our School environment and we expect students to share in the caring for the environment by respecting school property such as grounds, furniture, sports equipment, sports uniforms, adventure playground and teaching aids. The community can use the grounds after school hours but responsible behaviour is expected.

SICKNESS

From time to time, students become sick at school or have an accident, which may require further medical attention. We can only provide short-term care at school and we will make every endeavour to contact parents or caregivers to have students taken into home care.

LOST PROPERTY

We ask that all clothing, especially outer clothing, footwear, bags and goods be clearly named.

Any property, which is found, is sent to the lost property centre. This is centred in the S Block through the West door.

You can be assured the Staff makes every endeavour to return the items to the students and that they will assist in locating named property. Lost property is retained for the year before being sent off to a charitable organisation.

VALUABLE PROPERTY

The school cannot be responsible for the loss of or damage to valuable items such as walkmans, computer games, computer software, expensive toys, jewellery or the like. We discourage the bringing of these items to school.

JEWELLERY

Only signet rings are to be worn.

Stud earrings only allowed.

Necklaces & chains only to be worn for medical discs.

SCHOOL LUNCHES

Most children have their lunch at school but if parents wish their children to go home on a regular basis, the school should be informed of this intention. If it is usual for the children to have lunch at school and they are required to go home for lunch, notification of this is important and appreciated.

Students may purchase a very wholesome, basic lunch through the school lunch ordering system. The basic range of food available includes:

| | | | |
|---------------|--------------|------------|--------------|
| meat pies | filled rolls | sandwiches | pizza slices |
| raspberry bun | Fish & chips | drinks | fruit |

Unfortunately, prices do change, so parents will be advised via the Weekly Newsletter of the cost of the lunch items or you can check the school web site.

The money is to be placed in a sealed envelope with the child's name, block information and the order written on the outside. Please ensure the correct money is placed in the envelope as no change is given.

DENTAL CLINIC

The students will need to be taken to Naenae Intermediate Central Dental Clinic for annual checks.

Students should be enrolled at the Clinic. Most will have been enrolled from pre-school institutions. Enrolment forms are available at School.

HEALTH

(Immunisation) Regulations 1995

These regulations require all primary schools to keep an Immunisation Register for children born from 1 January 1995. This begins in the year 2000. A register is a tool to help reduce the spread of vaccine preventable diseases in Primary schools.

The certificate must be completed and signed by the doctor or practice nurse. Primary schools are required to maintain confidentiality of information recorded on the Immunisation Register. Only the Medical Officer of Health, or an authorised agent, may view the information on the register without parental consent. The Education Review Office (ERO) may check to ensure that the format of the register complies with the regulations.

HATS

It is compulsory for children to wear a hat during the daylight saving period (October to March) A hat with a broad brim and tie on is best. Not a cap. School hats can be purchased from the school.

HANDWASHING

Hand basins for hand washing are located in several areas of the school. Paper towels and soap are supplied for the students.

Drinking fountains provide fresh drinking water.

ROAD PATROLS

The school provides two manned crossings by the Road Patrollers (Year Six students).

These crossings are on Major Drive and directly opposite the school gates in Taieri Crescent.

The Patrollers are on duty between 8.25am and 9.00am and 3.00pm and 3.10pm.

A pedestrian crossing is not allowed as the traffic passing at other periods during the day is very small.

Please be considerate when waiting to cross the streets and use the Patrol.

Parking is a major problem and the yellow lines are in place to protect the children so please do not park on them just to get closer. A little walk and even getting wet is better than a hurt or injured child.

CARS are not allowed to come up the school drive between the following times.

8.15am to 9.05am

2.45pm to 3.10pm

BOOK CLUB

The school subscribes to the Scholastic Book Clubs, which offer a selection of interesting books for different reading levels. The books feature well-known stories and authors with fiction and non-fiction titles. Naturally, the cost of these books is below the costs of similar books from other sources. The school gains points and these points are used to get resources for the school. Students are given a selection sheet and if they wish to purchase books, this sheet should be returned to school filled out with the correct money enclosed in a sealed envelope. Cheques are to be made payable to Scholastic NZ.

NEWSLETTER

A weekly newsletter is sent home every Wednesday throughout the school year. The eldest child in the family at school is responsible for bringing it home. The newsletter provides you with information about school activities and the local community and educational issues. The school newsletter can also be viewed on the website.

KELSON SCHOOL BOARD OF TRUSTEES

The Board of Trustees is an elected group of parents who are responsible for the governance of the school. A book of School policies on Administration, Curriculum and Management is available along with the Minutes of Board Meetings at school.

Its' other major function is to develop links and consultations between home, the community and school.

Additional funds are required to extend resources and provide additional teaching hours for the school. The Board raises funds by:

1. School Donations. These are set each year with a graduated fee for additional siblings. Adjustments are made for mid year enrolments.
2. A variety of fundraising activities.

The Board of Trustees meets monthly to conduct the business of the school. We welcome parents at meetings and to participate in the Board activities.

ANY ENQUIRIES, CONCERNS OR IDEAS FOR IMPROVEMENT

Please phone school. We are here to develop your children's education with your support.

Phone: (04) 565-0450

We must do this together.