



# **ARDGOWAN SCHOOL 2024 SCHOOL PROSPECTUS**

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**https://**[www.facebook.com/ardgowanschool](https://www.facebook.com/ardgowanschool)

**Website:** [ardgowan.school.nz/pages/aboutUs](https://ardgowan.school.nz/pages/aboutUs)

**Office Hours** 8:30am - 3pm



## **MISSION STATEMENT**

‘Be the best that you can be’

We encourage our children to reach their full potential, academically, socially and personally, in a community environment which promotes a sense of their place in society.

## **OUR VALUES**

**Respect**

**Integrity**

**Personal Excellence**

**Confidence**

**Love of Learning**

**Community Involvement**



## About Ardgowan School

Ardgowan School is a welcoming rural school with beautiful views out to the Kakanui Mountains which are spectacular when covered in the winter snow.

We have extensive, beautifully maintained grounds with large playing fields, playground area, and courts with plenty of space for children to explore. We are also lucky enough to still have the historic original school building as part of our school. We offer a variety of clubs for the children and encourage the children to take part in some of our many sports activities including touch, cricket, netball, soccer, hockey and rippa rugby.

We provide opportunities to develop academic, cultural, sporting and social skills, and take part in activities for gifted and talented students.

Our senior students are encouraged to develop leadership skills with annual 'Job applications' giving them specific duties around the school.

Our New Entrant teacher runs a very successful programme for our preschool children and their families, involving a number of visits before they start. This helps to familiarise children with the school routines and makes that first big day a happy and memorable experience.

We have high standards of behaviour, attitudes, values, involvement and academic achievement with our school values incorporated into all our learning. Our students are given every opportunity to be the best they can be.

Our school has a warm, welcoming atmosphere and a strong community feel. We believe that good, open communication with our community is very important. Our Board of Trustees is dedicated to improving our school in all areas and members work hard to ensure our school not only meets but exceeds Ministry of Education requirements in as many ways as possible.

We are uniquely situated to offer all the benefits of a country school (multi level classes, small class sizes meaning more teacher time per student, differentiated learning to cater for specific needs, friendly supportive community, space...) whilst still having the convenience of being only 5 minutes from the centre of Oamaru.

We look forward to welcoming you to our school community.



# ARDGOWAN SCHOOL STAFF AND BOARD OF TRUSTEES

## **Principal**

Mr. Ryan Fraser

## **Deputy Principal**

Mrs Dana Goodall

## **Associate Principal**

Mrs Sarah Hattingh

## **Teachers**

**NE / Year one. Room 6.**

Anna-Maria Waite

**Year 1 and 2. Room 5.**

Sarah Sutton

**Year 3 and 4 . Room 4.**

Mark Chua

**Year 4, 5 and 6 . Room 3.**

Sonya Creedy

**Year 6, 7 and 8. Room 2.**

Dana Goodall / Sarah Hattingh

## **Specialist Literacy Teacher**

Anna Fraser

## **Support Staff**

**Secretary / Administrator**

Kiri Ballantyne

**Teacher Aides**

Morag Liddell

Maree McBride

Natasha May

## **Cleaners**

Shirley Williams

**Groundsperson**

Spencer Middlemass

## **Board Of Trustees**

**Members**

Craig Conlan (Presiding member)

Aaron Gosney

Jess Devlin

Rouvierre Hattingh

Suzy Oakes

## **Staff Representative**

Sarah Sutton

## **GENERAL INFORMATION**

### **SCHOOL HOURS**

School gates open	8:30am
Lessons begin	9:00am
End of the day	2:55pm
Morning Tea	11:10am - 11:30am
Lunchtime	12:30pm - 1:30pm

### **ABSENCES**

To ensure the safety of the children, parents are asked to contact the school office before 9:30am if children are going to be late or absent. This can be done by phone, email or sending in a message via the Skool Loop App.

All unexplained absences will be followed up by the office staff.

### **ACCIDENT / SICKNESS**

Please advise the school of any long term medication or allergies your child may have. In case of sickness or accident, parents will be notified so that children may be collected. It is necessary to have an alternative emergency contact person in case parents are unavailable at the time.

For medication other than first aid a medication permission form needs to be completed by parents and held at the school office. Office staff keep a daily record of when this is administered.

### **SCHOOL DONATIONS**

The school has opted into the Government's zero fees donation scheme this year, so there is no school donation being requested from parents. Further details of this scheme are available upon request from the school office.

### **MONEY SENT TO SCHOOL**

Wherever possible we would prefer accounts to be paid by internet banking or eftpos.

In cases where cash must be sent in please ensure it is in a sealed, named envelope with the amount and purpose clearly stated on the envelope. Sending the correct amount is greatly appreciated as cash for change is not always held on the premises.





## **CLOTHING AND UNIFORM**

Our school uniform consists of a school Polo Shirt and Polar Fleece, the bottom half is anything black of your choice. Please ensure that all clothing and school uniform is clearly named. Slippers may be worn inside classrooms during the winter months.

New uniform can be purchased through the school office and we also carry a small amount of second hand uniform at very reasonable prices. Eftpos is available in the school office.

## **Sunhats**

Sunhats are available from the school office to purchase. These must be worn by all students in Terms 1 and 4. All adults in the school model the same standards.



## **STATIONERY**

The school holds a small supply of all necessary stationery throughout the year, parents are welcome to buy from other suppliers.

Start of year and New Entrant packs are available from Paper Plus in Oamaru.

## **EDGE ACCOUNT**

When your child starts school they are entered into our student management system (EDGE) and given an account. Items like sports fees, extra stationery, uniforms and camps can be charged through this account but not items like lunches, sausage sizzles or mufti day donations. Parents are welcome to deposit money into their child's account to save up for future costs. Requests for payment of these accounts are sent out

regularly. If the account is in credit when your child moves on from Ardgowan we will refund this into your bank account.



## **SCHOOL OFFICE**

The school office is open Monday to Friday 8:30am - 3pm.

Visitors are very welcome at any time. Please use the Vistab tablet to sign in as a visitor and observe the COVID 19 requirements as directed by the Ministry of Health at the time.

### **JEWELLERY, PHONES AND VALUABLES**

Please keep all jewellery and valuables at home to avoid loss and breakage.

If your child needs to bring a phone with them for after school reasons this must be deposited at the school office every morning and picked up at the end of the day.

### **BUS TRANSPORT**

A free, Ministry approved bus route operates during term time (eligibility criteria may apply for the free service). Should your child not be on the bus for any reason, or being dropped off at a stop other than their normal one, please contact the school office or Pearsons to advise. Pearsons 03 4372968



### **School Lunches**

We are a 'health promoting school'. We encourage healthy food and at 10am each day we have a "Brain Break" to encourage the children to eat something healthy from their lunchbox. We provide facilities to heat up food one day a week which is especially popular in winter. All items need to be wrapped in foil

and clearly named. A Subway sandwich or wrap can be ordered on Wednesdays for lunch on Thursdays. Orders into the school office on Wednesday mornings.

### **Dental Clinic**

Your child will automatically be enrolled to attend the Oamaru Community Oral Clinic in Exe Street (next to North School). Contact will be made by either letter or phone when your child is due to attend the clinic for a check up.

### **Health Nurse**

Our health nurse visits our school regularly. If you have any concerns or queries please contact the school office.

### **Waitaki Rural Schools Network**

As a rural school we are lucky enough to be a part of the Waitaki Rural Schools Network (WRSN) group of schools. This means that our children have opportunities to experience a range of activities with the other rural schools including gymnastics, cross country, Year 8 leadership camp and Year 8 days each term, technology challenges, speech competitions, athletics and leadership days throughout the year. This also provides many opportunities for our children to build across school friendships before the big step of moving on to high school.

## **Student and Curriculum Information**

### **New Entrants**

Starting school is an important milestone. At Ardgowan School we offer you and your child every support to ensure that the transition to school is a pleasant experience. Participation in preschool afternoons and class visits prior to the big day are encouraged. School visits are usually Wednesday afternoons. Once we have received your child's enrolment form our New Entrant teacher - Anna-Maria Waite will be in touch to arrange visits.

When you send in your child's enrolment form please remember to include a copy of his / her birth certificate, and immunisation records. This is important information we need in order to complete enrollment for your child.

### **Homework**

Homework is based around the concept of Hauora and is aimed at whanau and community engagement. A range of tasks are set and tamariki can choose which tasks they would like to complete and these tasks change on a regular basis. Tasks are set at an age appropriate level.

### **Senior Student Leadership and Development Programme**

Our senior students are encouraged to participate fully in our Development Programme. This provides opportunities for the children to develop their arts, sports, social and life skills, to follow career interests and to feel like a member of the community by "giving back". Special activities are organised each week, as well as a variety of leadership opportunities being made available within the school. ALL Year 7 & 8 students are expected to step up to a leadership role including, Head Student, Assembly Leader, Whanau Leader, Te Ropu Manaakitanga, organising and running school-wide activity days / half days, organising fundraising activities and assisting teachers with duties.







## **ICT**

The use of computers and technology at our school is integrated into many aspects of our teaching. We are well resourced with chromebooks and smart TVs in classrooms. The children have access to the internet only after parental permission is given.

## **Literacy and Numeracy**

We offer successful, differentiated maths, reading, spelling and writing programmes, to best meet the needs of all our students. This

means that all children are provided with opportunities to develop their skills and to achieve to their full potential. ICAS exams, GATE group for gifted and talented students. Reading recovery and literacy booster groups are also offered.

In 2022, two of our teachers have started a Structured Literacy micro credential course in the Better Start Literacy Approach (BSLA) for the Year one and two children, this is a relatively new programme supported by the University of Canterbury, which is already delivering amazing results in other schools. The CODE is a literacy resource also used to support children in our senior classes.

## **Student Agency**

Through an inquiry approach the children are challenged to think and develop their use of questioning and other life strategies. They have the opportunity to follow their own interests and to focus on “new” learning.

Our teaching staff regularly go above and beyond to provide opportunities and encourage all children to engage in all areas of learning, members of the community are welcomed and encouraged to participate, and share their own specialised knowledge with the children.



## **Communication**

### **Reporting to Parents**

Term 1	Meet the Teacher (This is held prior to the start of the year to welcome our students, families and community to the school, it is a great time for new students to meet their teacher in a relaxed environment before the first day of school).
Term 2 - 3	Student Led Conferences / Parent Interviews. Mid Year written reports go home and teacher interviews in Term 2
Term 4	Written reports and teacher interviews.

### **Informal Meetings**

We like to keep in close contact with all families. As matters arise we encourage families to come in and discuss them with their child's teacher so that issues can be resolved quickly.

Teachers are usually available at the start and end of each day.

### **Facebook**

Our facebook page is used to post updates, photos of events and happenings around the school, we endeavour to post at least weekly to keep our school community informed with what is happening at school.

### **Ardgowan School Home and School**

Our Home and School is an enthusiastic, motivated group of parents actively supporting the children in their learning through their fundraising activities and events. If you are interested in joining the Home and School or would like further information please contact President: Tina Gosney  
Email: [homeandschool@ardgowan.school.nz](mailto:homeandschool@ardgowan.school.nz)



## Newsletter

Our school newsletter is emailed out every second Monday (even weeks). It is also posted on the Newsletter section of the Skool Loop App. For families wishing to have it sent home in hard copy, please just let the office know.

**Skool Loop** This is a free downloadable app from the Google Play or Apple stores. It is a great tool for communicating with our school families. Notices, permission slips, parent interview bookings and newsletters are among the facilities we will be making use of for this app. It is also one of the easiest ways to send in an absentee notice for your child as it comes straight through to the school office.

## Open Door Policy

Visitors are always welcome at any time to our school. Parents are actively encouraged to participate in school life and events such as school trips and camps. If you have a special talent, are part of a cultural or sporting group you can share with the children, or are keen to be involved in any way with the school please let us know.



## Police Vetting

All parents wishing to participate in school trips and camps are required to be police vetted by the school. Vetting lasts three years before it needs to be updated. Forms are available at the school office either by hard copy or email, and will also be sent out with enrolment forms for new families.

Thank you for your interest in our awesome school. If you have any questions please do not hesitate to contact us.

Further information about enrolling your child in school can be found on the Ministry of Education website at

<https://parents.education.govt.nz/primary-school/your-child-at-school/enrolling-and-starting-your-child-at-school/>