



‘Sowing seeds of possibility...’



# Longburn School

## Parent Handbook



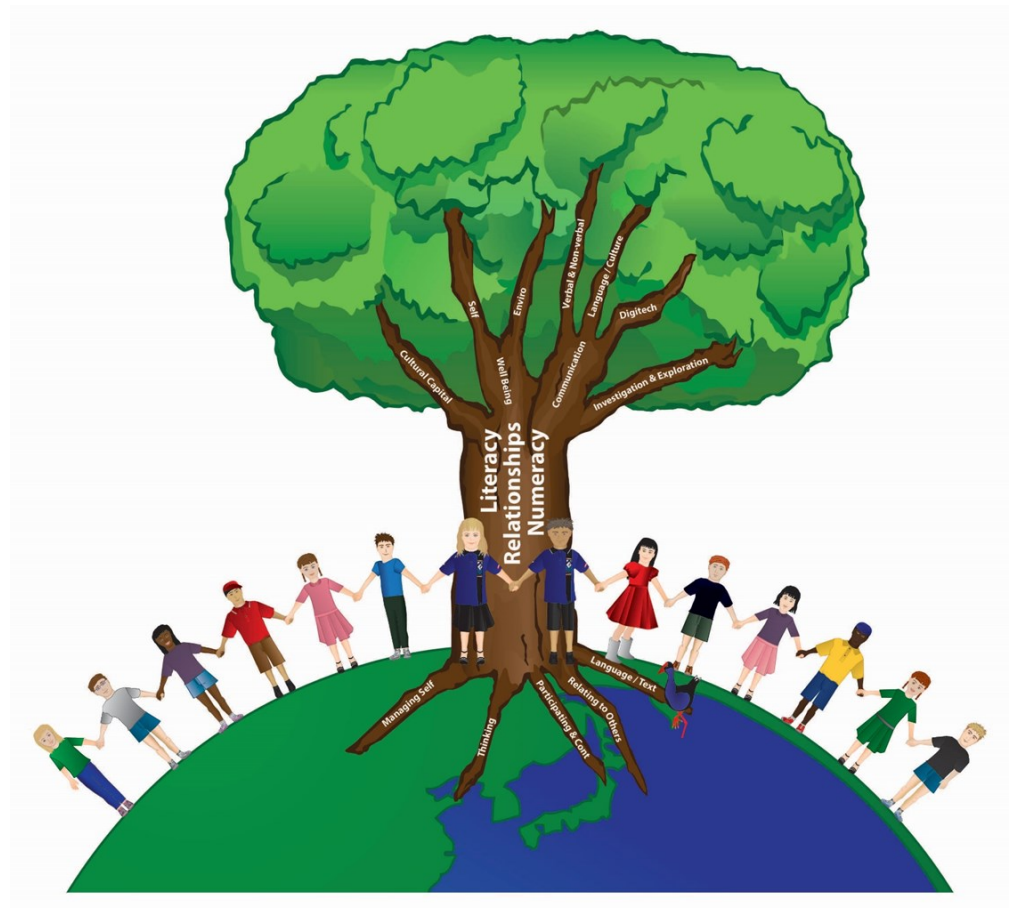
The Longbu**Rn** School  
**RiPpLe** Effect

- R**espectful
- R**esponsible
- P**ositive
- L**earners





Respectful, Responsible, Positive Learners  
**Longburn School Ripple Effect**



### Our Strategic Goals...

**Goal 1** - To provide a safe and stimulating child-centred learning environment, fostering positive, strong relationships and well-being.

**Goal 2** - To provide a variety of rich learning experiences (meaningful and challenging), supported by effective teaching, to foster high levels of personal achievement whilst cultivating the individual's passion.

**Goal 3** - To develop and nurture, within our learners, the skills, knowledge and cultural capital to be successful participants and contributors to the world they will inherit.



**Our Motto...**

"Sowing seeds of possibility... on a pathway to potential"  
*'Pumanawa ai i te ara pai'*

**Our Mission Statement...**

Through a range of opportunities, we will encourage our learners to develop the knowledge, skills, attitudes and values to strive towards their greatest potential.

Our Beliefs...	Our Core Values...
<p>We believe our learners will reach their full potential if we work together to...</p> <ul style="list-style-type: none"> <li>• Establish and expect strong relationships and values.</li> <li>• Develop a safe and stimulating child-centred learning environment.</li> <li>• Involve the whole community in learning.</li> <li>• Identify and cater for individual learning needs, styles and personal interests.</li> </ul>	<p><b>RESPECTFUL</b> – Take care of ourselves, others and the environment. Be considerate of others, showing a commitment to one another, our community, our environment; to the people and beliefs that are important.</p> <p><b>RESPONSIBLE</b> – In making the right choices, showing self-control and being accountable for one's actions. Thinking critically, creatively, and reflectively.</p> <p><b>POSITIVE</b> – Aim high, always giving your best and persevering in the face of difficulties.</p> <p><b>LEARNERS</b> - Seek knowledge and use initiative. Have a social and environmental conscience (and use it).</p>



# INTRODUCTION

We want to thank you for being a part of our learning community here at Longburn School. We look forward to working with you to help your child strive towards reaching their full potential.

This handbook is designed to provide you with key information to support you and your child during your time at Longburn School. If you have any questions

then please don't hesitate to contact us. We look forward to working in partnership with you.

Jo Emerson  
**Principal - Longburn School**

# CONTACT INFORMATION

**Address:** Carey Street  
 Longburn

**Phone:** (06) 355 1642

**Mobile:** 0274269994 (Principal's phone)

**Email:** office@longburn.school.nz

**Website:** www.longburn.school.nz



*'Sowing seeds of possibility,*

*on a pathway to potential'*

*'Pumanawa ai ki te ara pai'*





## STAFF CONTACTS

### Principal:

Jo Emerson principal@longburn.school.nz

### Deputy Principal/ Teacher

Matthew McEwen matthewmcwen@longburn.school.nz

### Manu Akoranga (Leaders of Learning)

HUB 1 Mrs Amy Gleeson

HUB 2 Mrs Heather Gatehouse

### Teaching Staff:

Emma Couzens emmacouzens@longburn.school.nz

Kate Blundell kateblundell@longburn.school.nz

Amy Gleeson amygleeson@longburn.school.nz

Jason Wu jasonwu@longburn.school.nz

Heather Gatehouse heathergatehouse@longburn.school.nz

Aimee Reid aimeereid@longburn.school.nz

### Support Staff:

Rachel Stevens Office Manager—office@longburn.school.nz

Sarah Madsen Learning Coach — sarahmadsen@longburn.school.nz

Gurpreet Kaur Learning Coach—gurpreetkaur@longburn.school.nz

Sharon Foot Cleaner—sharonfoot@longburn.school.nz

Aaron Damerell Groundsperson (part-time)

### Classes for 2024:

**HUB 1** Year 0-1 Mrs Aimee Reid

Year 2-3 Mrs Amy Gleeson

Year 3-4 Mr Jason Wu

Ms Kate Blundell - Teaching across HUB 1

**HUB 2** Year 4/5/6 Mr Matthew (Matt) McEwen

Year 6/7/8 Mrs Emma Couzens

Mrs Heather Gatehouse - Teaching across HUB 2

## BOARD OF TRUSTEES

**Shanyn Hona** Chairperson

**Romina Iwikau** Deputy Chairperson

**Jo Emerson** Principal

**Glenn Connelly** Parent Representative—Treasurer

**Jeff Mabbett** Parent Representative

**Jack Paki** Parent Representative

**Matt McEwen** Staff Representative

## TECHNOLOGY...

Each week, Year 7 and 8 students are transported by bus to and from Longburn Adventist College (LAC) for Technology. The technology sessions are facilitated by LAC staff during the morning with students returning to our school for lunch and the afternoon learning sessions. Children must wear covered shoes and a full school uniform. LAC supplies materials, with the technology fee being paid on behalf of our students parents by our BOT.

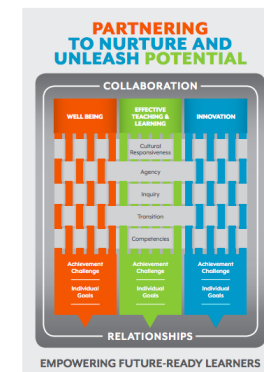
## TE KAWAU SCHOOLS CLUSTER...

This is a small group of rural and semi-rural schools of which Longburn is a member. Together we share many sporting, social and cultural events. The other schools in the group are: Bainesse, Glen Oroua, Kairanga, Kopane, Oroua Downs, Rongotea, Sanson and Tangimoana.

## TE ORO KARAKA KAHUI AKO...

Longburn School is an active member of a Community of Learning, 'Te Oro Karaka Kahui Ako', whose vision is 'Partnering to Nurture and Unleash Potential'.

The goal of our Kahui Ako is for all of our students, regardless of background, culture or gender to be achieving at or above their expected level for their age in all curriculum areas, and in particular in the foundation areas of Reading, Writing and Mathematics. The goal is to be achieved through a dual focus on the whenu (Well Being, Effective Teaching and Learning & Innovative Practice) and the aho (Cultural Responsiveness, Agency, Inquiry, Transition & Competencies).



## UNIFORM...

It is compulsory for all children attending the school. The school uniform (top, sweatshirt and hats) are purchased from Academy Apparel on Broadway Ave, Palmerston North. The rest of the school uniform (the plain black skirt/skorts/shorts/long pants, plain black socks, plain black shoes/sandals) can be purchased from any local retailer.

We also sell black logoed beanies and uniform face masks at the school office. These are optional purchases.

We are extremely proud of this uniform and hope your child can also wear it with pride.



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## REPORTING TO PARENTS ...

We have a variety of ways to share student learning and show parents their child's progress. Children's learning, progress and achievement is able to be shared ongoing through our ETAP Parent App (@school), Spotlight, and Seesaw.

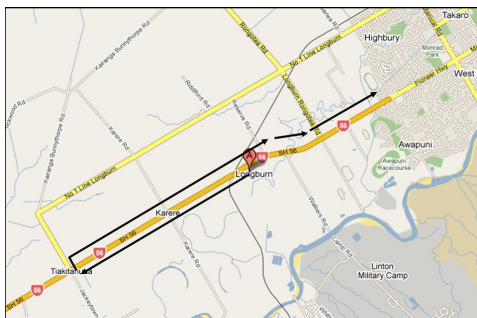
Term 1- Week 9 Goal/Challenge Setting meetings with parents (sharing Learning Maps)  
Term 3- EXPO evening - sharing books and learning maps - Wednesday of Week 8  
Term 4- Formal Written report

You can also make contact with your child's classroom teacher to make a mutually suitable meeting time to discuss your child's learning, progress and achievement or any concerns you may have in relation to their schooling.

*Every term by the last week – Meet with parents of target learners (learners identified as not meeting expectation).*

## SCHOOL BUS...

Children can be taken home by bus, which must leave the school by 3pm. The bus route is shown in the map to the right. You and your child must sign a school bus expectations form before they can use the bus service.



## SCHOOL FEES...

From the beginning of 2020, we have gone to a Zero Fees policy. Donations to the school are optional, these are tax deductible.

## SCHOOL POOL...

The school swimming pool is usually open from the last week of the school year through until we deem it too cold for school swimming (usually by end of March) for all the community to use. This is operated on a key system. Keys are available from the office during the school term. Key holders must sign a notice to say they will abide by our rules. There is a minimal seasonal charge for use of the pool and a refundable deposit for the key.

## STATIONERY...

An initial stationery list is sent home with students at the end of each year to enable parents to purchase the necessary items prior to the start of the new school year. Stationery is usually also able to be purchased via an online option from a local supplier but this will be advised before the end of the school year if it is an option. This list is also published on the school foyer windows so that parents have access to it in the term break if they lose the original list sent home.

## DAILY TIMETABLE

Children are allowed at school from 8:15am, unless a prior arrangement has been made with the Principal for an earlier drop off due to special circumstances. Class times are...

8.55am	Start of in-class learning
12noon	Lunch play
12:30pm	Eat lunch
12:45pm	Afternoon session starts
1:30-2:30pm	Each class takes a 15 minute break at some stage during this time.
2.55pm	Home



## ABSENCES...

If your child is going to be absent, we ask that you notify the school before 8.45am by leaving a message on the absentee line on the school phone or using your Parent @school app. This helps us assure your child's wellbeing to and from school.

## ASSEMBLIES...

Twice a term on Friday of week 5 and week 10 from 2:10pm (unless notified otherwise) a school assembly is held. This provides an opportunity for us to share and celebrate learning activities and achievements. Parents are welcome, and encouraged, to attend these assemblies.

## BEHAVIOUR MANAGEMENT...

Our school follows the 'Positive Behaviour for Learning (PB4L) Programme' and 'Restorative Practices'. Further information is enclosed in our 'Behaviour Management Booklet' for parents.

## BICYCLES & SCOOTERS...

If children bike or scooter to school, safety precautions must be used. Safety helmets must be worn. Bikes and scooters are left in the bike stand near the Dental Clinic and are walked in the school grounds. Every Wednesday in terms 1 and 4, students are able to participate in 'Wheels Wednesday', using their bikes, roller-blades, scooters, skateboards, and skates.

No powered 'wheels' sorry.

We are fortunate to be a part of the 'Bikes in Schools' Programme, with children able to access bikes (and helmets) to use at school as a part of our curriculum.



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**DENTAL CLINIC...** Longburn School children attend the dental clinic at PNINS (Palmerston North Intermediate Normal School).

**FIRST AID...** Minor injuries (i.e. cuts and grazes) are dealt with by the staff at school. As we are in "loco parentis", if a serious injury occurs and we are unable to contact a parent, we would take it upon ourselves to seek the child's Doctor's recommendation or hospital treatment. We always continue to try to contact parents/caregivers.

**HATS/SUNSCREEN...** With all the recent research and publicity about skin cancer, we strongly encourage the wearing of sun block and sunhats. As part of our school Sun Sense policy all children must wear the official red school hat at school during Terms 1 and 4 when outside. Beanies are also allowed to be worn in the winter terms when children are outside. School sunhats and beanies can be purchased via the school office. If you do not wish to purchase a logoed beanie then your child may wear any 'plain black' beanie.



**HOMEWORK...** Homework is a part of being a learner and so to support parents we would like to provide a clear explanation of the purpose and expectations of homework.

**The purpose of home work is to...**

- Provide an opportunity for students to practice prior learning [there should be no new learning]

**So what should you expect you child to be required to complete for homework?**

- Our focus in homework is on literacy and numeracy. reinforcing learning already done at school.

If you have any questions regarding homework then please contact your child's classroom teacher.



**LOST PROPERTY...** This is put in the 'Lost Property' area outside the sickbay in the main corridor. NAMED articles can be returned to their owners immediately. Unclaimed articles are disposed of after a reasonable time, usually once a term.

**LUNCHES...** We are fortunate to be a part of the Ministry of Education 'Healthy School Lunch Programme' that sees all our children provided with a free lunch every school day. A fortnightly rotating menu is shared on our school noticeboard and Facebook page for your reference at the beginning of each term. SUBWAY is our provider in 2024. Your child will need to bring some healthy snacks to have during the morning session.

**MEDICATION...** Occasionally children need medication while at school. If they need medicine three times a day, we ask that, if possible, you give it in the morning, at home time, and at bedtime. If it is necessary to give medication at school, a consent form giving clear instructions and signed by the parent/caregiver must be left at the office.

**NEWSLETTERS...** Newsletters are emailed to all parents/caregivers once a fortnight on a Thursday. They are a valuable way to keep families informed on a regular basis of what is going on in the school and one of the ways we share snapshots of learning and life at Longburn School.

**POWHIRI...** We hold an annual whole school powhiri to coincide with Mataariki each year. This is when we formally welcome all new members to our school whanau (students, parents and their respective whanau).



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