

ElmGrove SCHOOL

Information Booklet



Enriching, Encouraging,
Empowering

74 Argyle Street, Mosgiel, 03 4896252

office@elmgrove.school.nz

www.elmgrove.school.nz



School Hours

Day Starts: 9.00 – 10.30

Interval: 10.30-11.00

Class: 11.00-12.30

Lunch: 12.30-1.30

Class: 1.30-3.00

Children are permitted in classrooms from **8.30am.**

They are not permitted to leave the grounds before **3.00pm** unless a request has been received from a parent or caregiver and they must sign out via the office. When children arrive late to school they must report to the office to sign in before going to class.

Absences

When your child is sick or absent from school for another reason, please inform the school by telephone, Skool loop app, email or text between 8.30 am and 9.15am or send along a note with a brother or sister. We check to see who is absent at 9.15am and if we have not been notified that your child is absent we will endeavour to contact you to check the whereabouts of your child.

Parent Helpers

We enjoy having parents in our school. If you would like to help with classroom maths and reading programmes, library, sports and school visits, or ATR's-Adult Tutors of Reading programme please converse with your child's classroom teacher.

General School Description

The school has a roll of approximately 320 children in 14 teaching spaces. These have been divided into 7 collaborative spaces called hubs with two teachers and a teacher aide in each hub. This approach ensures greater access to teachers and greater consistency of lessons and relationships. I will be happy to share with you more about the benefits of this approach during your visit to the school.

As reflected in our Charter our focus for learning is that children will become socially co-operative, problem solvers, who are information literate and capable communicators. We aim to develop in our students the skills to manage themselves and their learning.

The School Values of Caring, Perseverance, Respect and Responsibility are taught in classrooms and reinforced in the playground where children earn Tumeke Cards.

We believe this value focus along with other positive behaviour for learning strategies contribute to the positive culture and success of our students.

Elmgrove is an Enviroschool with focuses on health promotion and sustainable living.

ICT is a strength of the school and a wide variety of Technological tools are available in classrooms to assist students with their learning.

Programmes are operating to cater for different learning needs and to extend and enrich pupils with special abilities.

The staff consists of a Principal, 16 teaching staff, 7 Teacher Aides, a Financial Secretary, Office Manager and a Caretaker.

Our staff have been involved in a wide range of professional development and Ministry initiatives, which strengthens their ability to cater to the individual needs of our students.

Our philosophy is to ensure that each child works at a level where he/she can experience success and build confidence in their learning.

We aim to build resilience, independence and a love of learning so that all children can reach their potential.



Assembly

School assembly is held at 2.30pm on Fridays. Children run these assemblies, displaying their learning in a variety of curriculum areas. Each syndicate is responsible for hosting assemblies on a rotating basis. The timetable for assembly hosting is available in the newsletter each week and on the online school calendar. There is a non-presentation singing assembly every 4th week.

Kids West

A before and After school Care Programme caters for the supervision of pupils on a daily basis during term time from 7.45-8.30am & 3.00-5.30pm.

This is complemented by a high quality Holiday Programme to support our working parents. Please see Brochure in our pack for more information.

Swimming Pool

Our Community Pool is covered and heated. Every class has swimming lessons in Terms 1 or 4. Senior pupils swim at the Mosgiel Pool during the year.



School Donations

Elmgrove is no longer charging an activity contribution or School donation as a result of the Ministry donation scheme. Parents are still required to pay for sports teams, school camps and overnight trips.

We encourage school trips which relate to the units of work covered. Parents are invited to accompany their children.

Our outdoor Education programme includes camps and outdoor education for years 5 & 6 and a museum overnight stay for year 4





Injury or Illness

Minor illness or injuries are dealt with at school by the staff. Parents are contacted if the injury involves a knock to the head or if the child is significantly distressed. For more serious cases the school will endeavour to contact caregivers via the emergency contact details the school holds. You may be asked to collect your child or just notified of their condition and treatment. In the rare event of a significant incident we will act in the best interests of the child and make contact with parents at the earliest possible opportunity.

Please make sure you keep your child's emergency contact numbers and medical details up to date.

Public Health Nurse

Our school has regular visits from a public Health Nurse who in addition to her input into regular educational programmes, is available to advise or assist with any other health concerns. If you would like to see the Health Nurse, please contact the school office to make an appointment.

School Sports Teams

The school has a large number of sports teams playing in local competitions. Sports are offered for children from age 5 until they leave the school.

Currently available sports include T-ball from Yr 0 - Yr6, touch Yr 0 - Yr 6, netball Yr 0 - Yr6, Miniball Yr 3 - Yr6, Hockey Yr 0 - Yr 6 and cricket Yr 3&4.

Most sports start with skill based sessions for the younger grades and competition grades for the older children. Further information on which days of the week and where sports are played are available from the office. Most sports are played here on the Taieri.

Enrolment into sports teams are notified via the school newsletter and specific sports emails. Facebook is another place to look for upcoming sports. We are now using online enrolments to streamline the process.

Interschool Events

The Taieri Schools Sports Association, which is made up of Elmgrove, Silverstream and East Taieri Schools, organise and run inter-school events in Athletics, Orienteering, Duathlon, Cross Country and Swimming. These events involve the Year 4 - 6 students and are always a lot of fun.

Club Sports

Many of our students also play sport for the local clubs. The football, rugby, cricket, swimming, athletics and tennis clubs are all very strong in the Dunedin wide competitions.





School Counsellor

The school has employed an onsite counsellor, for our children. Sometimes parents have reservations about their children talking to a counsellor, so if you do not wish your child to take part please let the office know. Referrals to the counsellor can be made by parents, teachers or the child themselves.

Drop Off and Parking

Vehicles in and around the school grounds are an identified hazard for our children. 5km speed limit is in place for the school carpark and we ask all cars to stop and check for children when driving out of the gate. There are 5 minute parks and drop off only zones at the front and rear gates and we ask that you comply with these restrictions.

Lost Property

All children's garments and property should be named. A lost property box is maintained and in the office foyer. Parents and children are encouraged to call in and look for lost items.



School Newsletters and Alerts

Friday is newsletter day. Newsletters are sent via email and placed on the school website, (www.elmgrove.school.nz), but a hard copy is also available from the school office. Email addresses listed on enrolment forms will be used for this so if you want the newsletter to be delivered to more than one address make sure you list both or let the office know.

Teachers will send out class newsletters via email regularly, at least one per fortnight, to keep you up to date with class events and learning programmes.

Every child has a seesaw account where you can view work and events specific to your child's class.

The school also has a Facebook page which is a good place to look for sport draws, cancellations and school wide events.

Urgent notices are posted on the Facebook page but text alerts are also an option. You can receive these by downloading the 'Skool Loop' app to your phone and choosing Elmgrove school. Make sure you allow notifications. This will enable you to get urgent text notifications and notices as well as view the community calendar for upcoming school events. This app is also very useful for notifying the school of your child's absences.



Bus

We have a bus operating daily to pick children up from the outlying areas who live more than 3.2km from school. Senior pupils are trained to be bus monitors. The bus leaves Mosgiel at 8am to collect children to bring to school and departs school at 3.10pm.



Dental Therapist

There is no on site dental service. The Dental Therapists are based at the Community Oral Health Service Clinic at 19 Green Street. The phone no is 03 4893480.

Pre-School Visits

We encourage all pupils to take part in 'Transition to School' visits. A programme called 'Elmgroves' for 4 year olds who will start school within the next term runs on a Monday afternoon and is an excellent programme for familiarisation and transition to school. More formal classroom school visits will also be offered in the month before they start to help build a relationship with the classroom teacher and other students.

Christian Education

This value based programme is offered throughout the school for 30 minutes per week. The junior programme runs in terms 2 and 3 and is held in classrooms.

Uniform

We expect all children to wear our school uniform. Printed shirts, polo fleeces, skorts and track pants are available from the school office. Monogrammed sunhats and jackets are also available. If your child walks to and from school we have Safety vests available from the office which we encourage the use of. Children are welcome to wear thermals or tights under their uniform provided they are black or navy.

Senior and middle syndicate classes take part in 'Champions' in the school hall. Information on these programmes is available from the school and there is a space on the enrolment papers if you do not wish your child to participate. Children who do not attend work on other school tasks in a separate area.

Home Learning

Each Syndicate has their own Home Learning Procedure which is sent home at the beginning of each year. All children are expected to do reading and revise their numeracy number facts.





Music Tuition

Guitar and drum lessons are provided by outside teachers and taken during school time. Details are available at the school office.

On a Wednesday afternoon SMMC music classes also operate at the school and offer tuition with a variety of instruments. For further information ask at the school office.

Road Patrol

Year 6 monitors are supervised by a teacher or parent before and after school. They monitor pupils crossing the road outside our school at the Argyle Street entrance. Children and adults alike must use the crossing. If you are able to assist with this please let the office know.

Toys and Games

Because the school cannot guarantee the safety of toys and precious possessions, children are asked to bring to school only those things they need to complete their school work.

Learning Hub / School Library

Our Learning Hub (school library/information centre) is open throughout the school day. It has a large range of fiction, non-fiction, picture books, taped stories and computers for research. The children may borrow school library books but to avoid losses, there is a limit of two books per child at any one time.

Lunch Routines

All children go out for a play at 12.30 then come back into class to eat lunch inside at 1.05pm. Teachers sit with their classes to eat lunch. Children need water bottles at school (no cordial/fizz). Sugar loaded foods (lollies/roll ups etc.) are not allowed during school hours.

We have lots of different lunch options available, provided by local shops in Mosgiel. Full Menus can be found on our website

Subway - Available Wednesday - Order Online via Lunch online

Sushi - Available Thursday - Order Online via Lunch online

Monte Carlo Milk Bar - Available Friday - Order Online via Lunch online



Elmgrove School Staff and Board of Trustees

Leadership Team

Principal	Mr Chris McKinlay
Senior Dean	Mrs Jenny Ryalls
Middle Dean	Mrs Wendy Cartwright
Junior Dean	Ms Wendy Moses

Ancillary Staff

Financial Officer	Annette Reynolds
Office Manager	Nicola Macale
Caretaker	Barry Hayward

Teachers

Year 0/1	Ms Megan Bloxham Mrs Melissa Cromerty Mrs Lisa Butcher Ms Wendy Moses Miss Chloe Bryson
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Year 2	Miss Emma Tilbury Mrs Jessica Stratton
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Year 3/4	Mrs Kaye Lynch Miss Kate Ryan Mrs Karen Reid Mrs Wendy Cartwright
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Year 5/6	Mrs Jenny Ryalls Ms Kayla Donaldson Mrs Maartje Heller Mrs Amy Clark Mr Chris Langley
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Teacher Aides

Year 0/1	Mrs Susan Willis Mrs Marianne Foster Ms Amanda Thode
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Year 2	Mrs Roni Dungey
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Year 3/4	Ms Irene Cameron Mrs Amy Griffith
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Year 5/6	Mrs Anne-Marie Amende Mrs Kendall McGuire
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All Classes	Ms Sarah Hardy
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Board of Trustees

Board Chair	Ms Nikola Webster Mr Aaron Whitley Mr Jared Campbell Mrs Gemma Jenkins Mrs Shena Cape
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Staff Representative	Mrs Amy Clark
Principal	Mr Chris McKinlay

