

TORBAY SCHOOL

WELCOME TO TORBAY SCHOOL

Torbay School is one of the North Shore's "mid-sized" schools and has been on this site for 50 years this year.

Over the years, successive groups of parents have provided extra resources to enable the children's basic education to be enhanced. The new hall, school swimming pool, large library with extensive stock, computers and other information/communication technology are used extensively.

Education today is more than ever a sharing relationship between a school and its community. The school has high academic standards and a caring environment where the welfare of the individual is paramount. Our Vision Statement is: "Torbay School provides a basis for lifelong learners through a challenging, supportive, stimulating and caring environment".

The school programme is actively supported and extended by additional programmes for children. There is extensive support for children with special needs, extension opportunities for all children as well as those with special abilities, and wide usage of educational opportunities outside the classroom.

This Education Outside the Classroom is fostered by using resources from beyond the school boundaries such as class trips and camps. The Year 5 and 6 children take part in a Waterwise programme that gives the children confidence and practice in activities associated with the sea.

The sharing relationship between home and school is actively fostered by encouraging parental help as part of school programmes and in supporting the operation of the school in many ways. An "open door" philosophy operates in order to facilitate understanding and sharing between parents and the school.

We invite you to join with us in helping provide the best environment we can for your child. To find out more details about the school, phone the School Secretary (473-8603) and she will endeavour to answer your questions, or visit our website at www.torbayprimary.school.nz

Our school motto is still very relevant:

"ENDEAVOUR WITH HONOUR"

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TORBAY SCHOOL STAFF – 2006

SENIOR MANAGEMENT STAFF

Wendy Sandifer	Principal
Glenys Stanton	Associate Principal
Colleen Bott	Associate Principal
Katie Hills	Associate Principal

TEACHING STAFF

Linda Baxter
 Marilyn Chambers
 Annie Gear
 Fiona Gray (part time)
 Marion Hutton
 Jan Hutchings (part time)
 Lynda Melton
 Joanne Northover
 Freya Quinn (part time)
 Kieley Rae
 Kirsten Richards
 Jan Rylie (part time)
 Magda Schoeman
 Kathy Smith
 Kay Turvey
 Cherie Wallbank
 Fiona Williams
 Jill Williams

Ruth Amrein	}	Resource Teachers Learning &
Poobie Pillay	}	Behaviour
Janet de Witt	}	
Alison England	}	Supplementary Learning Support
Hilary Funari-Roche	}	Teachers

TEACHER AIDES

Chris Crump	Christine Speight
Linda Broadfoot	Lynne Alty
Sandra Hall	Debbie Abbott
Angela Ashworth-Ang	Jude Nalder

ADMINISTRATION STAFF

Helen Martin	School Secretary
Maxine Veltman	Clerical Assistant
Megan Foote	Financial Assistant

CARETAKING/CLEANING STAFF

John Watson	Lynne Alty
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SCHOOL AND CLASS ORGANISATION

Classes are organised in three broad classifications - Junior School (Years 1 and 2), Middle School (Years 3 and 4) and Senior School (Years 5 and 6). These classifications may overlap when it is desirable or necessary to include composite classes in the year's organisation.

ENROLMENT

Enrolment of a child involves the completion of an enrolment form, which covers details such as address, phone number, emergency contacts and specific health matters, particularly allergies. If the new child is a New Entrant parents should bring proof of age, e.g. birth certificate, or if from another country, proof of eligibility to education, e.g. passport. All new entrant children's immunisation status has to be recorded so you need to bring the child's immunisation certificate.

At enrolment, parents are given an "information pack" containing the following to be kept by you:

- Discipline Plan
- School Uniform Policy
- Lunchroom Menu
- Printing Sheet
- Information on health, immunisation & head lice
- PTA information
- Fun Club – after-school care at Torbay School

The "information pack" also contains the following forms which should all be completed and returned to the school office on or before the child starts school:

- Child Information Sheet
- School Uniform Order Form
- Dental form
- Asthma form (if your child suffers from asthma at all – even if very mild)
- Torbay School Consent Form to pass on information
- Waitemata Health Consent Form to pass on information
- Clear & Telecom sponsorship forms
- Internet Licence (must be signed and returned to school to enable your child to use the Internet)

Following the completion of the enrolment form, there will be an opportunity to discuss your child's entry to the school with the Principal, if you wish.

In the case of a New Entrant child, this may also involve the Syndicate Leader of Junior Classes.

THE CURRICULUM

During your child's years at primary school, instruction in a wide range of curriculum areas will be experienced. These areas include English (reading, oral and written language, handwriting, spelling and aspects of Taha Maori integrated into the curriculum), Mathematics; Science; Technology; Social Studies; the Arts (visual arts, music, drama, dance.); and Health and Physical Education.

SCHOOL OPEN TIMES

Torbay School is officially open between the hours of 8.30 a.m. and 3.15 p.m. The school accepts responsibility for children who are on the school premises between these hours. Wherever possible, children should not arrive at school until 8.30 a.m. at the earliest, and should leave the school by 3.15 p.m. at the latest.

THE SCHOOL DAY

- 8.30 a.m. First bell. Children should not enter the school buildings until this bell has been rung. Children who arrive earlier at school should wait quietly on the concrete in front of rooms 4 to 6 in fine weather and in the Hall when wet. They are not allowed in classrooms or on any play equipment before 8.30 as supervision at school does not begin until this time.
- 8.55 a.m. School starts. It is most important that children are in their classroom as soon as this bell has been rung. The roll is called and all administrative matters taken care of. If a child is late, he or she must call at the Office before going to class so that parents are not contacted because the child has been marked absent. Punctuality is an important habit and a latecomer may disrupt a classroom.
- 10.30 a.m. Morning Interval
-10.50a.m.
- 12.30 pm Lunch. Children must be seated to eat their lunch until the bell rings at 12.45 pm when the Duty Teacher dismisses the children group by group if they have finished eating.
- 1.30 p.m. Afternoon classes begin
- 3.00 pm Final Bell. Children are released from class and go home. Please reinforce with your child, the need to leave school promptly and to move home directly and quickly.

WAYS TO PREPARE YOUR 5 YEAR OLD FOR SCHOOL

- Before your child's fifth birthday, contact the School Office to complete enrolment procedures and to arrange to visit the school and have a look around, meet the teacher and get to know the children in the class.
- Help your child to recognise his own name.
- If there are any toilet difficulties, please let the teacher know.
- Teach your child to dress and undress himself. This is most helpful during swimming periods.

- Talk about school from time to time and let him express any fears or hopes he may have. You can point out that everyone feels strange at first but, after a while, they will make friends. Encourage him to be kind to new children who feel strange when they start school.
- Please name everything, particularly swimming or sports gear. Every year we collect a huge pile of clothes and personal items which children "lose" and we find difficult to match up because there are no names on them.

Children who know, or are familiar with some of the following have a headstart in their learning:

1. Listening to, and following, simple directions.
2. Concentrating on one activity for a short period. (The development of the child's concentration span is significant in learning progress).
3. Absence of "baby talk". Pupils are taught, while writing stories, to analyse sounds in words. Incorrectly spoken words affect the child's ability to do this.
4. Knowledge of some rhymes and traditional stories.
5. The Alphabet; letter-sound associations ("words beginning with ...").
6. Colours; letter names.

REQUIREMENTS FOR JUNIOR CLASS CHILDREN

- Chairbag. These are available to purchase from the School Office.
- Hand towel with loop to hang up. This is optional. Some children use them consistently, whereas others ignore them.
- Book bag - obtainable for purchase from the School Office.

FIRST DAY

School starts at 8.55 each morning so you will need to have your child at school by that time. If you have already enrolled and visited your child's classroom, then there will be an easy transition. Call at the Office to collect the Enrolment Form for the teacher and the necessary stationery requirements if you have not already purchased them. If it is your first time at this school, then both of you will be taken to the classroom and introduced to the teacher.

Most New Entrants stay until 3.00 pm right from their first day of school. Any change from this should be negotiated with the class teacher, with the aim being to have the child stay until 3.00 p.m. as soon as possible.

STATIONERY

The list is sent out at the end of each year that details requirements for the following year. Stationery required for the start of the year should be purchased from usual retail outlets prior to the start of the school year. From March onwards, replacement stationery can be purchased at the School Office. Children are requested to purchase their stationery between 8.30 - 8.50am.

PORTFOLIO/WORK SAMPLE BOOK

Every child has one of these. This is a collection of each child's work, and record of special skills and work habits through each year. The portfolio/work sample book is one of the ways the school formally reports to parents and forms the basis for "reporting to parents" interviews.

They are sent home for parents to look at, at the end of terms two and four.

When a child leaves Torbay School, the portfolio/work sample book is given to the child.

A new book is started each year.

HOME READING: NEW ENTRANTS

Children need to feel important and to feel a sense of achievement. They will gain this if you feel that their homework is special and give it your attention and encouragement. The first reading levels are to give them confidence.

1. Using memory of the story, plus picture cues, rather than "reading".
2. Recognising some words and some letters, supported by memory plus picture cues. (It is not school policy to pre-teach words as these are best learnt in a meaningful context.)
3. A gradual increase in recognition of words and sounds, and closer attempts at unknown words using several cues.

In the early stages, please help them to point to the words as they read, and praise them for trying hard. Make homework pleasant. Parents are very important as teachers, but if they are too critical, the child may well become discouraged.

The reading should always make sense. When meeting an unknown word, encourage them to provide one that makes sense in that context, preferably using the initial sound, plus the picture, as cues. However, please don't labour it. It is better to provide the word after a few seconds than to turn your child away from enjoyment of sharing reading with you.

It is equally important for you to read to your child often, and to talk about what has been read.

The books your children bring home may be:

1. The instructional reader they have read with the Teacher.
2. An easier supplementary book they are reading for pleasure.

3. A class library book.
4. A school library book.
5. A book containing well-known poems, rhymes and jingles.
6. A computer print-out of a story written by your child.

In the case of 3 & 4, you may need to read with or to your child. These different kinds of reading provide more interest and variety.

PARKING

Parents are requested to refrain from parking in the school grounds, in the bus bay or in the no-parking areas as indicated on the roads surrounding the school. This is for safety reasons. Your co-operation is essential please.

ROAD SAFETY

Before your child starts school and afterwards, help with traffic drill by teaching them to look both ways and then to walk across. Ensure that they are not simply parroting this: let them choose the moment to walk, while you supervise. Some children think the right-hand exercise is "magic" and a car will not hit them if they do it. The school will teach the children to cross only at the safe crossings in Alexander Avenue near Room 7 (supervised by a teacher) or at Deep Creek Road (supervised by a parent or teacher and a crossing patrol). The crossing in Alexander Avenue has a painted white kerb. Once again, you can help by seeing they always go to these supervised crossing points. If you drive, always stop out of the prohibited area as even one car stopping briefly within it, can hide an approaching car from the sight of the crossing supervisor and you may indirectly cause a tragedy. On wet days particularly, parents tend to "bend the rules" to park closer to the school without thinking of the consequences of their illegal parking. We would also appreciate parents not blocking driveways in the streets adjacent to the school.

BICYCLES

Year 6 children may ride a bicycle to school, provided they first bring a note to the principal from their parent/caregiver giving the parent/caregiver's permission to do so.

WALKING SCHOOL BUSES

We have several "Walking School Buses" operating. These are groups of children who walk to and from school together, supervised by at least two parents who walk with them to ensure their safety. Each bus has a set starting point and leaving time and picks children up at defined "bus stops" along the way. Not only is this good exercise, it also cuts down on the amount of traffic on the roads around the school.

Details of the routes and contact people for each route are available from the office and on the school website.

GENERAL SAFETY

We encourage you to talk to your children about keeping themselves safe and, in this context, to walk to and from school in pairs or groups. If you normally meet your child and find that for some reason you cannot do so, please do not hesitate to ring the School Office so that alternative arrangements can be communicated to your child. You should also stress that, if by any chance your child is left waiting at the gate when the duty teacher returns inside school, your child should go to the Office and stay there until arrangements have been made. If your child does not arrive at home at the expected time, once again please contact the school and every assistance will be given to locate him.

SCHOOL BUS ROUTE

MORNING SCHEDULE

15 **8.30 TORBAY (OUTWARD STOP) - TORBAY PRIMARY**

Route: Beach, County, Glenvar, Awaruku, Stredwick, Glenvar, Ashley, Ralph Eagles to Long Bay Primary, Ralph Eagles, Ashley to Long Bay College, Ashley, Glenvar, EC Road, Glamorgan, Geoffrey, Weatherly, Deep Creek to Torbay Primary.

1 STAGE FARE

AFTERNOON SCHEDULE

15 **3.05 TORBAY PRIMARY - LONG BAY COLLEGE**

Route: Deep Creek, Weatherly, Glamorgan, Marina, Stredwick, Killarney, Deep Creek, Ellangowan, Beach, County, Glenvar, Awaruku, Stredwick, Glenvar, Ashley.

1 STAGE FARE

BOOKS

Children use library books, instructional reading books and exercise and text books in their school life. Please help them to appreciate the importance of books by handling them carefully. Please teach your child to turn pages at the outer corners, preferably the top corner. If your child sees you think these details are important, s/he will regard them as important too. We encourage children to take library, reading and text books home in a suitable bag to protect them. Book Bags are available for purchase from the Office.

The use of the Library is started as soon as possible to build up a love of books and confidence in choosing them. Children should enjoy books and for this reason they are allowed to choose what interests them rather than be told what to get. If your child chooses one that is too hard, help, but without criticism. Help your child to be responsible about caring for books and returning them - a habit which will pay off in teenage years.

ENRICHMENT and GIFTED and TALENTED PROGRAMMES

The Board of Trustees allocates resources towards programmes that extend and enrich children at all levels. It is our intention to continue and extend these programmes using the expertise of staff and the community to give all children the best possible start in their school careers.

INFORMATION COMMUNICATION TECHNOLOGY

Over the years, the school has purchased many modern teaching aids to enhance the teaching within the school and to assist teachers to deliver the curriculum more effectively. Information Communication Technology is used to support curriculum delivery. Every classroom has at least one computer and printer in it. All classrooms are networked. The internet and e-mail are, therefore, available from each room. Children must have a signed internet licence before they are able to access this. Internet use is strictly monitored, and this will be withdrawn for any breaches of licence conditions.

Whilst our focus is on the use of ICT to support the curriculum rather than teaching children computer skills, we do teach children the skills necessary to use the computer to access the curriculum. There is a staged “Warrant of Fitness” for this.

Information Communication Technology is also used as an integral part of our “enrichment” programme and also in many aspects of our “Gifted and Talented Education” programme.

Information Communication Technology is also being used increasingly as an administrative tool. Much record-keeping and pupil assessment information is now being recorded using this technology and pupils’ annual progress reports are computer produced too.

CLOTHING (and other possessions)

Please name all clothes, including underwear and togs and towels. This is particularly important now that the school has a uniform.

UNIFORM – Torbay School does have a compulsory school uniform. A copy of the policy is included in the information pack. For 2006, all children in years 1 to 4 must wear the uniform from the beginning of term 2.

JEWELLERY - should not be worn at school. Studs only should be worn in pierced ears and any dangling earrings are most dangerous.

TOYS - are impossible to safeguard and should not be brought to school.

DRINKS - should be in plastic bottles only - glass bottles or cans are potentially very dangerous.

HOMEWORK

Homework is important as children learn to build work habits for themselves and to establish a regular study period. When they bring work home from school you can help by taking an interest and encouraging them without over-correcting. Showing interest and giving due praise helps to build positive attitudes towards learning. Do not worry if other children get different

work. Everyone should work at their own level. Some children learn in dramatic little bursts and then go into a quiet levelling off. Others are steadier and learn consistently. No primary school child should spend more than a half hour on set homework, each day, the amount should vary within that time, according to age.

Children's out of school cultural and sporting activities are regarded as homework, as are chores and duties that children should have to assist with the running of the home.

ATTENDANCE AND ABSENCES

If your child is not going to attend school because of sickness or if there is something unusual happening, you should inform the school, either by phone or send a note. Each class has an absentee book in which are recorded the names of children absent from school after the Attendance Register is marked at 8.50 am each day. This book is taken to the Office to be checked against the phone list of absent children.

The Secretary telephones parents of children who are absent but not entered on the phone list to check to see why the child is absent. Parents can help us by ringing in from 8.00 am giving the name and room number of a child who is to be absent from or late to school that day or by leaving a message on the answerphone. In this way, we do our best to know where the children are at any given time. It also provides us with valuable information about particular illnesses circulating as well as information on children who are habitually late for or absent from school.

If your child has to stay in the classroom at playtime because of sickness or injury, please send a note with them, requesting this and explaining the reason.

LATENESS

If your child is consistently late, the school will contact you as you may not be aware that s/he is taking a long time to travel from home to school.

RELIGIOUS INSTRUCTION

It has been traditional at Torbay School for Religious Instruction to be included in the curriculum. This is a decision which is made by the Board of Trustees each year. All classes take part in the Religious Instruction programme each Tuesday morning from 9.00 to 9.30 am. If you do not wish your child to take part in this, you must send a note to the Principal and the child will be given alternative work to do out of the classroom for this half hour.

MEDICATION - SICK BAY

Sometimes a child needs to take medication whilst at school. If you wish to keep your child's medication at school in case it is needed, please label it clearly and leave it at the Office so that it can be recorded on your child's emergency card and then kept in the Sick Bay. If further medication is required, we will ask you to provide some more.

HEAD LICE

We strongly encourage parents to make regular inspections of their children's hair to detect occurrences of pediculosis. Where it is present, the chemist can help with a suitable treatment. Information sheets on head lice are available from the school office. When a case is detected in a classroom, then usually all parents with children in that class will be notified of the occurrence, and requested to check their children's hair.

SPECIALIST SERVICES

We make use of a number of specialist services to assist children who are experiencing difficulty at school. Involvement of these first four specialist services is always done in consultation with parents.

a. **The Public Health Nurse**

The Public Health Nurse is used to assist where there are issues relating to health matters.

b. **Resource Teachers of Learning and Behaviour**

These teachers are trained to identify causes of children's learning and/or behaviour difficulties and to assist teachers to provide programmes that address these.

c. **Specialist Education Service**

The Specialist Education Service may be called upon to assist with children with severe learning and/or behavioural needs, should this be considered necessary by the teaching staff, in consultation with parents.

d. **The Speech Language Therapist**

The Speech Therapy clinic is located at Sherwood Primary School. Therapists visit the school upon request to make initial assessments of children's speech needs, and if there is sufficient need, time at the clinic may be provided for children to be treated.

e. **Hearing and Vision Tests**

The Hearing and Vision technician routinely visits the school at times during the year to check those children referred by teachers or parents, and to check on any New Entrant children who have enrolled since the last visit. The technician will contact the parents of children found to have any problems in this area.

f. **Supplementary Learning Support Teachers**

These teachers work with children with significant learning delays to assist them to successfully access the curriculum.

ACTIVITY FEES

Each term your child will bring home a note asking for the Term's Activity Fees. This amount varies from class to class and from term to term. It may include class trips, a visit to the school by an outside organisation which we have to pay for, bus fares for

sports exchanges, etc. Please don't hesitate to contact either the Class Teacher or the School Secretary if you have any queries regarding this Fee.

Board of Trustees policy is that children do not participate in these activities if the fee has not been paid, or if no alternative arrangements for payment have been made (e.g. payment by instalments).

DONATIONS

There is an annual donation to the school which we expect each family to pay. The amount is set by the Board of Trustees and is used for the purchase of extra resources for the school, such as an additional teacher, computers, playground equipment, library books, etc.

This is usually collected at the beginning of the school year. However, some parents find this a burden on the budget at this time of the year, and pay it later in the year or in instalments.

Children entering the school during the year are requested to pay the donation on a pro rata basis depending on the term in which school is begun.

SCHOOL INTERVIEWS and REPORTS

Teachers think it important to consult with you about your child's progress and will try to keep you informed. However, if you think something has occurred which causes concern, please let the school know.

Early in the year, you will have a chance to meet the new teacher and discuss class routines, homework and what is expected of the child. About mid-March some parents will be invited to the school so that the teacher can discuss their child's progress or if you feel you need some clarification, then that will be the time to meet with the Teacher and discuss it. At the beginning of the third term, you will be invited to come again to discuss your child with the teacher.

Written reports are completed at the end of the year, and are sent home with pupils in the second to last week of the year.

If you have something to discuss, please make an appointment through the Office for a chance to talk it over with the teacher when there is no class which needs the teacher's attention.

LUNCHES AND SNACKS

Most children enjoy eating. They need their lunches and snacks even if sometimes they get too interested or excited to eat them. It pays too to check to see that your children are enjoying the food you prepare for them.

LUNCHROOM AND LUNCH ORDERS

The school has a Lunch Room that is run by a Supervisor who organises a roster of mother helpers. The list of food available and the prices are published readily along with the instructions on ordering lunches.

If you wish to order lunch:

Write on an envelope in which you put the exact money (if possible):

1. The child's name.
2. Their room number.
3. The items ordered.

Seal the envelope (please don't use Sellotape or staples as it makes it too time-consuming for the lunch helpers to undo).

<p>John Smith Room 4</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">Mince Pie</td> <td style="text-align: right;">\$2.00</td> </tr> <tr> <td>Orange Drink</td> <td style="text-align: right;">\$1.20</td> </tr> <tr> <td></td> <td style="text-align: right;">-----</td> </tr> <tr> <td></td> <td style="text-align: right;">\$3.20</td> </tr> </table> <p style="margin-top: 20px;">\$4 enclosed. 80 c change</p>	Mince Pie	\$2.00	Orange Drink	\$1.20		-----		\$3.20
Mince Pie	\$2.00							
Orange Drink	\$1.20							

	\$3.20							

SWIMMING POOL

During the summer months, keys to the swimming pool are hired out to parents. This is usually advertised in the "Tatler", our weekly newsletter, and a list of rules and instructions are given out with the keys.

DENTAL CLINIC

Our Dental Clinic is situated at the top of the footpath to Deep Creek Road and has its own phone number (473 0398). We no longer have a full-time Dental Therapist. They itinerate around several schools in rotation. If you have a problem concerning your child's dental care, please ring the dental clinic in the first instance. If the therapist is at another school there is usually a message on the clinic answerphone detailing how they can be contacted, or contact our school office for assistance.

NEWSLETTERS

The "Torbay Tatler" is printed and sent home to parents each Thursday. In it we let you know important dates for forthcoming events as well as what is happening at the school. It has also become very popular for our parents to place advertisements, and for local organisations to promote their activities.

AWARDS AND CERTIFICATES

At this school, we frequently use merit stickers and certificates to reward pupil effort and behaviour. When this is reinforced at home by parents, even greater impact is likely.

BEHAVIOUR

Our teachers work positively with children, trying to encourage high standards of work, genuine effort and responsible behaviour. When a misdemeanour occurs, an appropriate form of punishment will be given. Where necessary, this will include consultation with parents, usually at an early stage, so that more serious consequences are averted. Pupils are expected to comply with all school rules. Parents are expected to support teachers' efforts to encourage appropriate behaviour and standards of work.

SCHOOL RULES:

1. Treat other children, adults and living things with thoughtfulness and kindness.
2. Be considerate, think about others, particularly when moving in and around buildings.
3. Keep in the right places.
4. Treat all property with respect.
5. Know and observe what you shouldn't bring to school.
6. Know and observe what to do in wet playtime and lunchtime periods.
7. Know and observe the road and crossing rules if you cycle or walk to school.
8. Know and observe the bus rules.

SCHOOL GROUNDS

The use of these is open to local residents, both children and adults, outside of school hours, including weekends and holidays. Everyone is expected to ensure that no damage is done to school property. If you see any wilful damage being done, please ring the police.

Entering school buildings or the swimming pool and climbing on buildings are forbidden.

WAYS YOU CAN HELP AT SCHOOL

Education is a partnership between parent and school - we are both in the business of preparing the children for the world of the future. If you have the time and wish to be involved, there are many ways in which you can help the school, eg

- Lunchroom helpers
- Reading programmes
- Assisting on school trips
- Repairing books or helping in the Library.
- Parent helpers in the Classroom
- Helping with the Waterwise Programme each Friday during the summer months at Waiake Beach. This could be supervising groups or teaching a particular skill in sailing, etc. (There is a course that Parents can take in which you are trained in the skills required. However, no skills are required to come along and help as we need all the parents we can get for this programme to be able to function!)
- Sharing with the children knowledge and crafts from other places and cultures. The teacher will advise you on what's appropriate.
- Parent Tutoring - We have a group of parents, interested neighbours, grandparents, who come along to school to help with the Parent Tutoring programme. This programme is designed to help children of all ages who need reading "mileage". The adults participating in this are "trained" by a member of staff and both children and adults gain an enormous amount from this most worthwhile programme.

If you would like to help in any of the above activities, please phone the School Office (473-8603) for more information and so that your name may be passed on to the relevant person.

BOARD OF TRUSTEES

Home Ph:

Paul Cuff
 Louise Dawson
 Kay Turvey (Staff Representative)
 Wendy Sandifer (Principal)
 Tim Barnaby
 Stephanie Lane
 Phillip Redpath

4738092
 4731441

Our Board of Trustees meets on the second Monday of each month in the School Staffroom, usually at 7pm. The meetings are advertised in the "Tatler" and all parents are most welcome to attend.

The Minutes of the B.O.T. meetings are placed in the foyer for you to read.

The B.O.T.'s role is a governance one, setting the broad guidelines under which the school operates (policies) and for seeing that these are being followed and are producing desirable outcomes for you and your children.

The Board of Trustees also runs information mornings -usually one each term - for new parents to the school. As well as being an opportunity to meet other parents, it is also an opportunity to meet school management staff, a B.O.T. member, a PTA member, and to find out more about the school. Details of meeting dates are available from the school office and from the school newsletter a few weeks before each is to be held.

SCHOOL PICNIC/BBQ - Early each year, the Board of Trustees, P.T.A. and school staff organise a school picnic/BBQ. This is always popular and a great success. You bring along your own food and we organise the cooking facilities and games and competitions for the families to join in.

TERM DATES FOR 2007

Term 1:	Wednesday, 7 February, to Thursday, 5 April
Term 2:	Monday, 23 April to Friday, 29 June
Term 3:	Monday, 16 July to Friday, 21 September
Term 4:	Monday, 8 October to Thursday, 20 December