



HIGHFIELD SCHOOL

# HIGHFIELD SCHOOL PROSPECTUS 2021



*Ka eke ngatahi atu maatau ki nga taumata hou*  
*Together we soar to new heights*





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# WELCOME TO HIGHFIELD SCHOOL

## Dear Parents and Caregivers

Highfield School prides itself on its warm caring atmosphere. In welcoming your children into our school, we also welcome you and encourage you to involve yourself with activities in which you may be interested. These include Board of Trustees, Home and School, helping with activities and school outings, in class support when teachers request, coaching sports teams and attending sports events. By doing this you will be a great assistance to the school, and it will also give you the opportunity to meet the staff and other parents. Our newsletters, Facebook posts, class Seesaw and Skool Loop will inform you of school activities and advise when help is required.

## Location

Highfield is a well-established suburb in the western area of Timaru, a port city serving the surrounding rural farming area of South Canterbury. The school is situated in Rimu Street, which runs parallel to Wai-iti Road and is approximately 3km from the town centre. The original classroom blocks were built in 1962 with further buildings added when the school recapped to take year 7 and 8's. We have a separate hall, staffroom, well equipped library, swimming pool, extensive playing fields, sealed court areas, and two adventure playgrounds.

The special character of our school is further enhanced by an attached two teacher unit for children with severe physical and intellectual disabilities.

We look forward to welcoming you to our community and to your long-term involvement with our school.

Yours sincerely,

### Principal

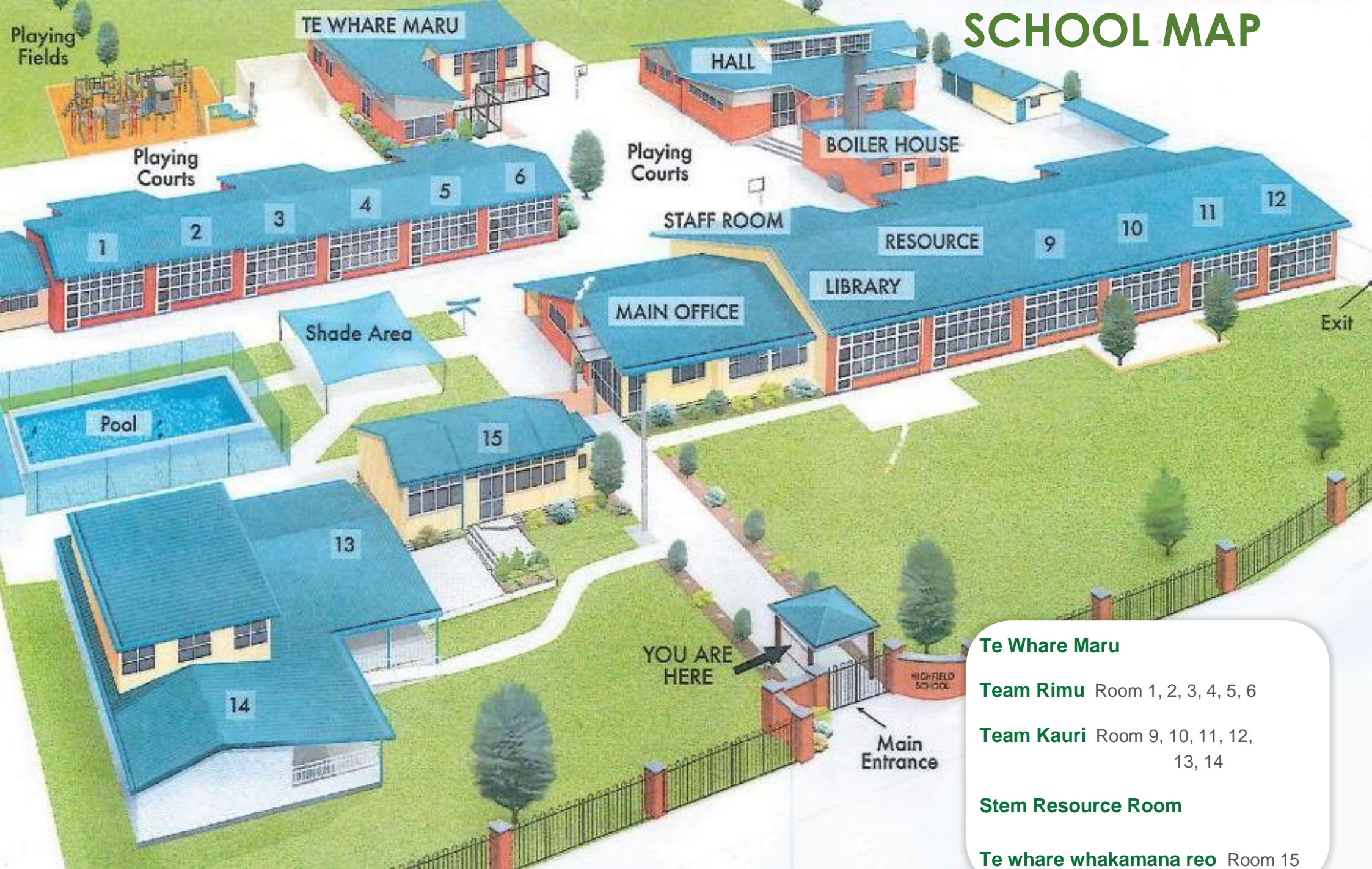
Stu Wilcox

### Presiding Member - Highfield Board

Fiona Harrington

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# SCHOOL MAP



**Te Whare Maru**

**Team Rimu** Room 1, 2, 3, 4, 5, 6

**Team Kauri** Room 9, 10, 11, 12,  
13, 14

**Stem Resource Room**

**Te whare whakamana reo** Room 15

# OUR FACILITIES

## Dental Clinic

The school's community is advised in advance of the dates and times when the dental van is in attendance at the school. There may be occasions when children with dental problems will need to be treated at the Dental Clinic in town. The phone number of the Dental Clinic is 0800 846 983. Any further enquiries may be made at the School Office.

## Information Communication Technology

The school has been updating the devices available for children. Available to classrooms are chromebooks, ipads and desktop computers. Development around the new Digital Literacy curriculum is ongoing.

## Library

A modern well stocked computerised library provides a wide range of recreational and research books for children of all ages and abilities.

## Te Whare Maru

Te Whare Maru is a modern, purpose built, special needs facility, catering for children with both physical and intellectual disabilities.

There is a low pupil to teacher ratio. Teachers are assisted by experienced teacher aides. All Special Education Service, Psychologist, Itinerant Teacher of the Deaf, Special Language Therapist and Occupational Therapist. Advice and assistance can also be obtained from various support agencies, e.g., Van Asch Resource Centre and Elmwood Visual Resource Centre.

Te Whare Maru provides a safe, spacious environment, with specialised equipment able to cater for each child's individual needs. At the same time children are able to benefit from and enjoy mainstreaming opportunities and interaction within the wider school community.



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							31																				



School Holidays



Public Holidays



# STAFF

**Principal** Mr S Wilcox  
**Deputy Principal** Mrs R Cooper

## Team Rimu

**Team Leader** Mrs N Hill

Rm 1 Miss D Young	NE
Rm 1a Mr P Barnett	Yr 1
Rm 2 Miss R Leonard	Yr 1
Rm 3 Mrs J White	Yr 2 / 3
Rm 4 Mrs K Kerr	Yr 2 / 3
Rm 5 Miss N Griffin	Yr 3 / 4
Rm 6 Mrs N Hill / Mrs S Hutton	Yr 3 / 4

## Team Kauri

**Team Leader** Mrs K Haynes

Rm 9 Mr M Boon	Yr 7
Rm 10 Mrs J Carter / Mrs S Hutton	Yr 5
Rm 11 Mr T Nothnagel	Yr 5 / 6
Rm 12 Mrs C McGeever	Yr 6 / 7
Rm 13 Mrs K Haynes	Yr 8

## Room 7 – Te Whare Maru

**Team Leader** – Mrs J Watson  
 Miss M Johnson

**Release Teacher** Andrea M

**ESOL/ORS** Mrs L Robertson  
**Senco** Mrs S Hutton

## Teacher Aides

Mrs K Hurrell  
 Mrs H Clarke  
 Mrs K Kerr  
 Mrs V Hines  
 Mrs W Eaton

Mrs N Daly  
 Mrs S Ramsay  
 Mrs H Corry  
 Mrs K Wylie  
 Mrs E Hunt

Mrs A Wood  
 Ms S Butler  
 Mrs J Beazley  
 Mrs S Webley

## Office Administrator

Mrs N Casey-Newton

## Librarian

Mrs H Clark

## Te Reo / Kapa Haka

Mrs K Hurrell

## Property Manager

Mr G Gudsell

## Sports

Mrs H Clark

## Cleaners

Mrs R Kellett  
 Ms H Blissett

# SCHOOL ROUTINES

## Absences

When a child is not able to attend or is unavoidably detained at home the school must be advised of the details. Highfield School has voice mail 03 686 27 63 and all messages should be recorded before 8.45am. A daily phone check is made on unexplained absences. A note can also be sent direct to the office via Skool Loop. Highfield School firmly believes that children should arrive at school at least 15 minutes BEFORE the morning lessons begin at 9.00 am. This gives children the opportunity to prepare both mentally and physically for the school day.

## Assemblies

A whole school combined assembly is held fortnightly on Thursday afternoons. The school also meets for a hui every Monday to share notices. These school gathering are times for singing, sharing of class activities and the presentation of Highfield Learner certificates. Team Rimu also have a weekly hui at 9am on a Friday morning.

## Cycling to School

The school strongly recommends only children ten years of age or older cycle to school. This is based upon New Zealand Police recommendations. These guidelines also stipulate that a child can only cycle to school if their parents/caregivers are confident that their child is able to do so safely. We do not encourage the riding of bikes on footpaths.

## Enrolment

Parents/Caregivers who wish to enrol their children can do so by arranging an appointment with the Principal through the office. Our school is zoned. Please check the map on the website for our zone area. Where the child is a new entrant, this will need to be done some weeks before their fifth birthday. When making the appointment parents are reminded, they must bring their child's birth and immunisation certificate with them.

### **The enrolment of new pupils is conducted by the Principal and covers such matters as:**

- The child's readiness for school socially and emotionally
- Interest and abilities
- Health and medical conditions
- School uniform
- School procedures and organisation, e.g. classes and bell times
- The importance of pre-entry visits

Parents and child are invited to stay to meet the class, renew old acquaintances from pre-school, look around the room, listen to what is being done or join in if wished.

## Lunch Orders

Pupils are not permitted out of the school grounds at lunchtime unless arrangements have been made with the school. School lunches can be ordered by:

Monday / Tuesday / Friday:: [Lunchtime2021@outlook.com](mailto:Lunchtime2021@outlook.com) (orders made online)

Wednesday: Subway (Order bags in school)

Thursday: Ezlunch from Thomas House (Timaru Boys High).Orders are made online before 9am. [www.ezlunch.co.nz](http://www.ezlunch.co.nz)

## Medication

Should your child be required to take medication during school hours the school must be advised, and the appropriate consent form completed.

Details of all children's medical needs are recorded on the school's pupil files.

## Personal Property

All children's clothing should be clearly named. Misplaced property is placed in the 'Lost Property' basket located behind the library. At regular intervals parents are reminded through school newsletters when the unclaimed property will be put out on display. However, parents are welcome to view lost property at any time.

## Roll Predictions

Each year a list of children likely to attend our school the following year is compiled by the Principal. Contact is made with contributing pre-school organisations, such as Westend Kindergarten, Glenview Kindergarten, Gleniti Play Centre, Craighead Kindergarten and Garden Grove Montessori.

Under Privacy Act, parent/caregiver must give permission for their child's name to be forwarded to the preferred primary school. From these lists we can gauge our predicted roll numbers of new entrants. These can change during the year as families move in and out of the community.

## School Attendances

All children are required to attend school from the age of six, although most children begin at age five. Regular attendance is vital in the interest of children's progress as is punctuality.

## School Hours

The school hours are as follows:

<b>Enter School</b>	8.20am	<b>Read &amp; Feed</b>	11.55am - 12pm
<b>Learning Block 1</b>	8.55 am - 10.15am	<b>Learning block 3</b>	12.00 - 1pm
<b>1st Play</b>	10.15am - 10.30am	<b>Lunch Play</b>	1.00pm - 1.30pm
<b>Read &amp; Feed</b>	10.30am - 10.35am	<b>Lunch Eat</b>	1.30pm - 1.45pm
<b>Learning Block 2</b>	10.35am - 11.40am	<b>Leaning Block 4</b>	1.45pm - 2.50pm
<b>2nd Play</b>	11.40am - 11.55am	<b>School Ends</b>	2.50pm

# COMMUNICATION

## Newsletter

There is a school newsletter produced via Hail every fortnight on Thursday. It is available on our school website [www.highfield.school.nz](https://www.highfield.school.nz). The school also sends notes out via the school Facebook page <https://www.facebook.com/highfieldschoolnz> and Skool Loop, which is an app families can upload, as well as class Seesaw accounts.

## Parent/Teacher Interviews and Reports

Meet the teacher and goal setting interviews are held early in the year and interviews are carried out in late Term 2 to discuss goals, progress and next steps. There is a written report at the end of the year. It is important that parents feel free to arrange other times to meet their teachers if there is a problem they wish to discuss.

Bookings for interviews are done through the Skool Loop app.

## Pre Entry Visits

After enrolment, families will be contacted to arrange times for visits before your child turns 5. There are no set number of visits required, but parents are strongly encouraged to attend the classroom several times before their child formally starts school. It is important that the child is familiar with the other children, the teacher, the classroom environment, as well as some of the routines and activities that happen in a typical morning.

## New Entrant

As children transition from Early Childhood Education to Highfield School, we provide a nurturing, inclusive environment where children feel a sense of belonging, feel confident and see themselves as learners. We run a “Learning Through Play” programme using authentic contexts with an emphasis towards gaining the foundation skills of Hearing, Seeing, Moving, Speaking and Print, underpinned by the NZC Key Competencies and the Highfield School Values to become ready to successfully access Level 1 of the New Zealand Curriculum. By working alongside, the child we understand their essence and develop an understanding of how they learn in order to challenge and extend their learning.



# SCHOOL GOVERNANCE

Highfield School is a state primary school governed by a Board, half of which is elected by the school community every eighteen months.

The Board is supported by an active Home & School Parents group and a dedicated, highly skilled teaching staff.

## Highfield Board

Fiona Harrington (Chairperson) Marie Donaldson, Blair Harris, Campbell Main, Nic Daly, Jill White (Staff Representative) and Stu Wilcox (Principal). The Board meets on the first Thursday of each month, dates for which are advised in the school's newsletter and on the school calendar. The Board consists of 5 community representatives each of whom is a member of a small sub committee with a particular area of responsibility. Current sub committees are: Finance, Property, Personnel, Health and Safety and Liaison. These sub committees meet when and where necessary and currently consist of a number of staff and Board members. Parents and other persons with particular skills are asked to be part of a sub committee when special projects are being undertaken. Trusteeship is the business of ensuring the school runs well for the benefit of the children's education. To accomplish this, the Board needs to ensure that correct and adequate resources are available to the staff to enable them to teach the children to the very best of their ability. These resources include well-maintained property, current learning materials and equipment, and relevant staff development and management processes. The National Administration Guidelines help the Board meet the Government requirements for the correct operation of the school.

## Home & School

Chairperson: Hayley Clark, Secretary: Nicky Fahey, Treasurer: Levina Heke. Meeting dates are the second Wednesday of the month and are confirmed in the school's newsletter.

The Home & School Committee's role is to encourage parents to be interested in the welfare of school and pupils, support the Board of Trustees and provide a link between parents and teaching staff. The Committee is elected at an Annual General Meeting in March and use their monthly meetings to organise social and fundraising events throughout the year. The Government has undertaken to provide schools with the basics for learning, however, to give our children all they need for a well rounded education more is required, therefore the Home & School usually undertakes a fundraising venture throughout the year such as sale of goods, raffles etc. Items purchased recently through these activities include chromebooks, sports uniforms, and playground equipment.



# SCHOOL PROGRAMMES

## Sports

In addition to the normal Physical Education programme, every opportunity is given to the pupils to participate in sports such as netball, hockey and basketball, whether in school teams or club based teams. We also participate in the South Canterbury Primary Schools events e.g cross country, athletics, gymnastics, swimming, mountain biking and cricket. As well as the above the school also has its own cross country, athletics and swimming sports. All sports now have a strong Kiwi Sport base.

## Swimming

The school has a solar heated swimming pool with a roll-on/off cover which helps to keep the water not only clean, but at a good temperature. Depending on weather the season is usually from early December to March. All pupils are expected to be involved in the swimming programme unless there are medical reasons for their exclusion.

We also have a 2 week block in the middle of the year at Cbay for more water skill survival lessons with qualified instructors.

## Outdoor Education

The school has a philosophy of supporting and enhancing learning by regularly extending education beyond the classroom. This may be as simple as a walk within the local environment to overnight camps at an Outdoor Education facility. For trips outside the immediate environment parent permission is obtained, risk assessment undertaken and generally parental help with supervision is requested. Overnight programmes occur mostly in the senior school, Years 5 – 8, with the aim of providing a progressive range of experiences and duration of stays. Funding is the individual family's responsibility although group fundraising activities are often used for major trips.

### Release of Pupils for Private Tuition

The Highfield Board recognises that a child's educational needs may be enhanced by activities beyond the resources of the school and will, upon the recommendation of the principal, approve the release of children for private tuition.

### Special Needs and Abilities

Highfield School has a policy to ensure that all children's needs are addressed in academic, social and physical areas.

### Support Services

A number of outside agencies support the work of the school, eg Group Special Education, Public Health Nurse, Resource Teacher Literacy and Resource Teachers Learning and Behaviour. The Principal welcomes enquiries from parents about the work of the agencies.

### Visiting Artists

When the opportunity arises, the school welcomes approaches from visiting groups as an opportunity to enrich the children culturally. Some examples are visiting bands, orchestras and drama groups. Release of Pupils for Private Tuition

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### William Pike Challenge

Our Year 7 & 8 students can opt into this national programme. The William Pike Challenge is an exciting EOTC, project based and service learning programme wrapped into one. The students get involved in Outdoor activities, Community Service and Passion Projects.



**Opportunity is provided for the pupils to take on leadership roles within the school in a variety of ways:**

<b>School Leaders / House Captains</b>	Year 8
<b>School Council</b>	Years 1 to 8
<b>Road Patrollers</b>	Years 6 to 8
<b>Librarians</b>	Years 5 to 8
<b>Play Equipment Shed Monitors</b>	Years 5 to 8
<b>PAL (Physical Activity Leaders)</b>	Year 8
<b>Peer Mediators</b>	Year 8
<b>WAVE Team</b>	Year 8

### **Road Patrol**

The crossing on Wai-iti Road near Glenwood shops is patrolled each morning before school for 20 minutes from 8.20 am to 8.40 am and after school for 10 minutes from 2.50 pm to 3.00 pm. This supervision is by a teacher or parent. At the Rimu Street Kea crossing Years 6 to 8 pupils are trained by the Traffic Safety Service Officers for this duty.

### **PB4L**

Highfield School is a PB4L school. There is an emphasis on a positive school culture that provides students and staff with the skills to establish and maintain effective relationships. We use Gotcha's and house points within the classroom and playground to promote positive behaviour.



# OUR UNIFORM

*Highfield students show our school values when they wear the uniform with pride.*

## Girls:

Navy skirt, navy shorts, navy culottes,  
navy trackpants,  
Highfield polo shirt  
Highfield bottle green sweatshirt,  
Bottle green polar fleece,  
Socks or navy tights,  
Navy bucket style sunhat (Term 1 & 4)



## Boys:

Navy shorts, navy trackpants,  
Highfield polo shirt,  
Highfield bottle green sweatshirt,  
Bottle green polar fleece,  
Navy bucket style sunhat (Term 1 & 4)



## Optional:

Navy or Black long sleeved thermal can be worn under the short sleeved Highfield polo  
Navy beanie(winter)  
Jackets can be worn outside during colder weather

## Other:

Shoes that the children wear to school should be both comfortable and suitable for school and the weather.  
Only studs or sleepers in the ear are permitted  
Long hair should be tied back. Hair accessories should be minimal in nature and preferably in school colours.  
Please note we ask that any logo's on clothing should be no larger than our school logo.

*You can buy our uniform at The Warehouse.  
Second-hand items are available from the school office.  
Please name each item. This helps us get items back to you when lost.*



# SCHOOL PAYMENTS

This school has opted into the government scheme so we do not charge school donations or activity fees. Some events that are extra to our Curriculum will be charged for ski/skate trips, camps and some EOTC activities.

## Technology (TTEC) Component

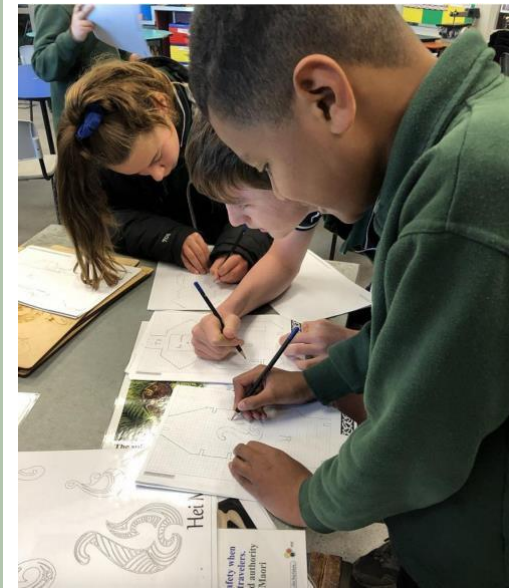
Year 7 and 8 pupils have a Technology take-home component, which is set by Bluestone School Board of Trustees at \$61 per child and is a recharge from them. This is a compulsory charge, for which Highfield has the right to pursue payment. This needs to be paid by the end of march.

## Payment Options

- Internet banking is available by depositing into account 03 0855 0334487 000, please enter your name so that a receipt can be issued.
- EFTPOS facilities are available at the school office.
- If for any reason you have concerns with the payment of any account, please feel free to contact the Principal, Stu Wilcox, on 686 1419 extn 1 or email [principal@highfield.school.nz](mailto:principal@highfield.school.nz) to discuss the matter in total confidence.

## Stationery

Only a small amount of specialised stationery such as Maths Books and printing books are held for sale to pupils. All other requirements are bought by parents from retailers in Timaru City. A stationery list will be provided to parents.







### **Get in touch**

Office: 03 686 1419

[office@highfield.school.nz](mailto:office@highfield.school.nz)

[www.highfield.school.nz](http://www.highfield.school.nz)

Rimu St, Highfield, Timaru 7910, New Zealand