



FAIRHALL SCHOOL PROSPECTUS 2019



Updated: February 2019

Last Updated: 4 April 2019

WELCOME TO FAIRHALL SCHOOL

A very warm welcome is extended to all new students and parents and of course, to those of you who continue your association with us.

This prospectus has been put together for parents/caregivers and students to assist you to know more about your school. We hope that you will find this a useful reference and I trust that there is enough information to answer most of your questions. Supplementary pamphlets will be prepared on specific school procedures and sent home during the school year. Please note that there will inevitably be changes as the school continues to review its practice, to ensure the best opportunities for the students of Fairhall School.

Fairhall School opened in 1877 and has developed a fine tradition in educational, cultural and recreational activities, and has maintained a proud place in the Fairhall Community. The school's success can be attributed to the tremendous co-operation, enthusiasm and efficient service of all connected with Fairhall, both then and now.

Many families with students who attend Fairhall School have had a long and traditional association with the school and our emphasis on a well-balanced programme has meant that people can look back on very happy times at Fairhall School.

The very nature of the school encourages "community" in its broadest sense. Catering for an age range of 8 years enables the students to grow and develop together over a long period of time in a family atmosphere. The opportunities and experiences that students share during these years cement relationships, which outlive the school days. The rural aspect, which is an attractive and significant feature of the school, offers a different perspective on education and with this comes a range of different educational opportunities and experiences, which reflect the unique culture of Fairhall School. This is reinforced through the efforts of an experienced, dedicated and talented staff who, through, appropriate teaching strategies provide interesting learning experiences for our students.

We have a very supportive, caring Board of Trustees, which works hard in the interests of all the students of Fairhall School. We are proud of our well-maintained buildings, grounds and facilities. Recent changes in education have provided challenges and exciting new opportunities for our school. The board and staff are proactive in continuing to build Fairhall's excellent reputation in providing a QUALITY EDUCATION in a QUALITY ENVIRONMENT for our students.

Please contact me if you have any questions or you wish to know more about any matter.

Steve Crockett
Principal

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FAIRHALL SCHOOL BOARD OF TRUSTEES

NAME	POSITION	HOME	WORK
Mr Leighton MacKenzie Mr Steve Ross Mr Mondo Kopua Mrs Rebecca Lawrence Mr Chris Grage Mrs Sarah Martin	Co-Chairperson Co-Chairperson & Finance	5779586	5782579
Mr Aaron Sangster Mr Steve Crockett Ms Jo McConnell	Staff Rep Principal Board Secretary	5794212 5794954 5791477	5778939 5778939 5778939

Friends of Fairhall School (FoFS)

Parent/caregiver volunteers help the school in a variety of ways.

Their focus is:

- to provide a community link between the Board of Trustees and the parents of Fairhall School.
- to fundraise for specific tasks agreed between the committee and the school management.

Whilst attending to the above, Friends of Fairhall School supports the school in areas of pastoral care, hospitality, sports and leisure activities.

Friends of Fairhall School meets monthly in the school boardroom at 2:30pm. Please contact the school office for more information.

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School Staff

School Administration

Principal

Mr Steve Crockett

**Deputy Principal
Assistant Principal**

Mr Colin Wood
Mrs Carolyn Orr

**Senior Team Leader (Gold Team)
Senior Team Leader (Blue Team)**

Mr Aaron Sangster
Mrs Carolyn Orr

**School Administration Officer and
Board Secretary**

Miss Jo McConnell

Teachers

Mrs Helen Marshall
Mr Colin Wood
Miss Juliette Miller
Mrs Paula Ferguson
Mrs Katie Bradley
Mrs Vicky Hawes
Mr Aaron Sangster
Mrs Carolyn Orr
Mrs Anne Taylor
Miss Amanda Gorham
Mrs Briony Crockett
Mrs Susie Glover

Reading Recovery Teacher

Mrs Kirsten Burns

Learning Support

Mrs Joy Neal
Mrs Amber Brooks
Mrs Rachael Arthur
Mrs Ali Kay
Mrs Phillipa Kitchin
Mrs Jasvir Kaur

Property Manager/Caretaker/Cleaner

Mr Chris Bezant

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TERM DATES FOR 2019

	START DATE	END DATE	HOLIDAYS
Term 1 - 11 weeks	Between Monday 28 January (at the earliest); and Thursday 7 February (at the latest)	Friday 12 April (94-108 half days)	Public holidays: Waitangi Day 6 February. School holiday: Saturday 13 April - Sunday 28 April (includes Easter and Easter Tuesday and ANZAC day).
Term 2 - 10 weeks	Monday 29 April	Friday 5 July (98 half days)	Public holiday: Queen's Birthday 3 June School holiday: Saturday 6 July – Sunday 21 July
Term 3 - 10 weeks	Monday 22 July	Friday 27 September (100 half days)	School holidays: Saturday 28 September – Sunday 13 October
Term 4 - up to 10 weeks	Monday 14 October	Primary, intermediate and special schools: No later than Friday 20 December (98 half days)* Secondary and composite: No later than Friday 13 December (94 half days)**	Public holidays: Labour Day 28 October, Christmas Day, Boxing Day, New Year's Day School holiday: 5 or 6 weeks (from school's closing date until opening date of school the following year)

* Or to a day in December which ensures that the school has been open for instruction for 390 half days in 2019.

STATUTORY HOLIDAYS FOR 2019

Waitangi Day	Tuesday February 6th
Easter	- Good Friday - Easter Monday
	Friday April 19th Monday April 22nd
ANZAC Day	Thursday April 25th
Queens Birthday	Monday June 3rd
Labour Day	Monday October 28th
Marlborough Anniversary Day	Monday November 4th



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In 2019 there will be a Teacher Only Day (TOD) set for Tuesday 30th of October. The school be closed on this day.

SCHOOL BELL TIMES

Start of School Day	8:30am
Morning Interval	9:55am
Resumption of Morning Classes	10:15am
5 Min Brain Break	11:15am
Lunch Hour Begins	12:15pm
Afternoon Classes Begin	1:10pm
End of School Day	2:30pm

School and Community Partnership

At the beginning of each school year a variety of opportunities are provided by the school to inform parents of school and teacher expectations, programmes and general organisation. Notice of these will be advertised in the school newsletter.

Please remember if you ever have any concerns or worries, contact the school directly. Our school has an "Open Door Policy" through which we encourage you, the parents of our students to keep us informed and share with us as partners in your children's education.

Along with the following list of sporting and cultural opportunities we also provide specialised academic and extra curricula programmes including support and extension programmes

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Sports	Cultural
<p>Opportunities to</p> <ul style="list-style-type: none"> - learn skills - participate - compete regularly <p>in</p> <ul style="list-style-type: none"> Swimming Tennis Cricket Hockey Gymnastics Basketball Rugby Soccer Softball/Tee ball Touch Rugby Cross Country Netball Athletics Volleyball 	<p>Opportunities to</p> <ul style="list-style-type: none"> - learn skills - participate - perform <p>in</p> <ul style="list-style-type: none"> Choir Pet/Show Day Dance Programmes Arts Activities School Productions Music Festival Enviro School Council  

SPECIFIC INFORMATION

Assemblies

School assemblies run by the students (Kidszone) occur each Friday morning at 8:40am. It is here that student achievements are recognised. Many parents / grandparents and sometimes past pupils join us at our Kidszones.

Attendance/Absences

Students are required to attend school on all days that the school is open. It is very important that students arrive on time for school with enough time to prepare for the day. In the event of your child not coming to school for any reason whatever please ring the school and let us know before 8.30am. For student safety, we take a check every morning and we will ring you if your child is absent without prior notification.

Bought Lunches

Bought lunches, which are provided by Subway, at a cost of around \$5.00. Orders should be placed in the appropriate box in the Office foyer by 8.30am on Friday.

Breakages/Damage to School Property

In keeping with Government Policy we have a "user pays" system. Parents or students are expected to pay for the repairs or replacement of breakages and or losses. We would appreciate your co-operation with this issue as the funds provided by the government to run and maintain the school are simply not enough.

Bus Students

A number of our students travel to school each day by bus. We have two bus runs servicing the school enabling students to travel to and from school safely. The first bus each morning comes from town and picks up students at the first stop opposite Burleigh Park on New Renwick Road at 7:30am. This bus then proceeds around the Benmorven loop before arriving at school. These students generally arrive at school at 7:45am. This bus then continues and does the second bus run up the Omaka Valley and Brancott Road. This bus then arrives at school at approximately 8:20am. At the end of the school day the Brancott/OmakaValley run is done first and then the bus picks up the town and Benmorven loop students at approximately 3:10pm. The bus arrives at the Burleigh Park stop at approximately 3:20pm. The bus service is free for 'eligible' students. 'Ineligible' students may purchase a ticket from the school office at \$5 for 10 trips. Information on eligibility is available on request.

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BYOD – Bring your own devices

At Fairhall we accept that parents may choose to allow their children to bring their own technology devices to school to use in their class lessons. The school will allow ipads, kindles and other similar notebook devices other than iphones or smart phones to use as a learning tool. Parents will be required to identify and sign for the use of a device using our schools BYOD – Student User Agreement Form. We will accept this for students from Year 6 to 8. (Only available on request)

Clothing

There is no official school uniform.

The school sports top is a very smart option, which can be worn to school if desired. The sports top is needed for most sports teams and all outside school sporting and cultural occasions.

It is only available for purchase through the school office at a cost of \$38.00.

It is most important that all clothing is named.

During the winter, students are required to remove outdoor footwear on entering classrooms. Slippers at this time of year are a good idea.

Students are not required to change into P.E. uniform for class P.E. lessons.

Clothing – Dress Code for Students

- **Clothing** must be appropriate for school to enable students to take a full part in outdoor, sports and PE as well as indoor activities.

We recommend the school uniform as clothing that meets these requirements. This consists of the Fairhall School top, shorts or trackpants. Shorts, polo shirts and sweatshirts are ideal for school for all students with a winter option of tracksuit pants. No jeans.

Fairhall School tops are available through the school office.

The following clothing items are not acceptable at school.

Strap tops (are not appropriate and are not sunsmart.)

Jeans / long pants that restrict movement eg: baggy, tight etc

- **Footwear** must be suitable for the occasion. Sports shoes will be required for class PE lessons and school activity days, including assemblies. Shoes are compulsory for students who attend technology. Footwear must be worn to school. Bus students are required to wear footwear before going on the school bus.
- **Jewellery** is not to be worn to school.
Earrings (studs only) - Are limited to one earring per pierced ear lobe.

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- **Make Up** is not to be worn to school. This includes nail polish.
- **Hair** will be kept tidy and in a way that doesn't inhibit the student's ability to take a full part in the school programme. Long hair must be tied up.
- **Hats**
Hats must be worn at school during breaks and sports/PE times during Term 1 and Term 4. Full brimmed (bucket) hats are required. No caps are allowed. Fairhall School hats are available through the school office - \$16

The school reserves the right to ask students to remove items of jewellery and hold them for taking home after school, wash out any additives to their hair and send any student home to change that arrives in gear clearly unsuitable or unacceptable for school.

Concerns or Complaints

Hopefully there will be few causes for concern or complaint. However, from time to time these do arise. If for some reason you have a concern or complaint to make, please contact the school to make an appointment to discuss the matter. Issues regarding your child's learning and class related issues should be made to your child's teacher. Issues relating to school programmes and management decisions should be made to the Principal.

All complaints, which cannot be resolved after the teacher concerned has been consulted, should be referred to the Principal. If after discussion with the Principal you remain unsatisfied with the outcome you are invited to write to the chairperson of the school Board of Trustees.

While the use of email is the current, quick way of communicating it can also be the most damaging and ineffective. Please avoid this method as a way of delivering a complaint. Use it as a means of requesting a meeting.

In keeping an open and positive means of communication we will ensure the best opportunities for growth and development of your children will be maximised. Something to remember is: *'If we are doing well, tell others. If we are not – tell us'*.

Discipline/Behaviour Management

Fairhall School has high expectations of its students. The policy/procedures for behaviour management will come home with the newsletter at the beginning of each year.

These procedures are constantly reviewed to ensure positive and fair action when dealing with students having difficulties. Our focus continues to be on **“MAKING GOOD CHOICES”** and **“Fairhall PRIDE”**.

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Edible Gardens

The school edible gardens are developed and maintained by all classes with support from an outside facilitator, funded by the Marlborough District Council.

Education Outside the Classroom

Fairhall School runs a very comprehensive EOTC programme, which is graduated through the year levels in the school.

Annual Camps

Year 4 - Pine Valley

Year 5 - Mistletoe Bay

Year 6 - Deep Creek

Y7/8 3 year cycle

Wellington

Bush / Sounds experience

Tongariro (includes Yr6)

Yr 8 December Abel Tasman Track



Emergency Lockdown Procedures

On the very rare (if ever) occasion that a lockdown is called at Fairhall School it will be carried out as set out in the Emergency Management Policy Procedure (2.08). If this occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as students will not be released to parents during lockdown. Parents are also asked not to call the school as this may tie up emergency lines that must remain open. Parents should not expect their child to call them, nor should they call student mobiles, as the lockdown situation requires silence in order not to alert an intruder to the presence of students and staff in classrooms. If your child's stay at school is extended beyond the regular time, you will receive information about the time and place that you can pick up your child. Depending on the circumstances the school will use the following means of communication:

- school website
- text to cell phone School App
- email
- notices on local radio station More FM
- voice message left on school answer phone.

Please be assured in the event of lockdown that the overriding consideration for the school is the safety and well-being of your child.

Enviroschools

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We are very proud to be a Green Gold Award Enviroschool. An active Enviro Group helps promote activities such as recycling paper, looking after the bokashi (our composting system for food scraps), promoting “pack it in, pack it out” for school lunch wrappers, collecting aluminium tops for Kidney Kids, maintaining the native garden etc. Each new family is given a fridge magnet reminding them our Care Code.



Fairhall PRIDE

What does this mean?

Our school vision is:

Fairhall PRIDE
Pathway to Excellence

At Fairhall we value Personal Best, Respect, Integrity, Determination and Enjoyment. We believe if we all strive in giving and showing these values then we are on the Pathway to Excellence.

Health Service

Support for health issues or concerns are available through the school with the Public Health Nurse. With your permission a referral can be made. Please contact your child's teacher to discuss any health concerns you may have with regards to your children/family.

Homework

Homework is required from all students. This increases from simple recreational reading for the Juniors to more formal work with the Senior classes. The setting of homework is planned to complement the work being done in the classroom and help students through their school programme. The senior students will need a quiet area to work at home. Please support your child in their homework as they develop independent study habits.

Library

We have a well-resourced library. Students are encouraged to borrow books for personal reading and research.

Your help in ensuring that the books are carefully treated at home and returned promptly when due, will help us maintain this excellent school resource.

Reimbursement will be required for lost books.

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Lost Property (Missing Friends)

Student clothing must be named.

Students and parents are encouraged to check through the lost property (Missing Friends) box for any lost items. At the end of each term, clothing left in this box is donated to a worthy charity.

Photographs

A commercial photographer takes class groups once per year. Individual and family photos are also taken if requested.

Pre School Visits

Before New Entrant students begin school we recommend three pre - school visits to provide your child with the opportunity to get to know their teacher and get a feel for what school is all about. These take place on a Friday morning.

Please contact the office to make an appointment for the first visit a month or two prior to your child starting. A meeting for new parents is held in December each year.

Graduation Assembly

At the end of each year we hold a formal prize giving assembly to recognise the achievements of our Year 8 students before they leave Fairhall School for their secondary education. It is an evening celebration at which all students are expected to attend.

Quality School

What does this mean?

At Fairhall we are a 'Quality School'. We follow a set of standards that are expected to be consistent across the school. Our quality standards relate to school work in the classrooms and the display work that can be seen in rooms. It also relates to our behaviours and expectations that we set for ourselves with relating to people. Our quality standards are therefore closely linked to our school vision and values.

Reporting to Parents

An opportunity is provided to meet informally with the class teacher at the beginning of Term 1. For parents of all students a formal Parent / Teacher meetings will take place towards the end of Term 1 and early in Term 3 which parents will be able to book on line at www.schoolinterviews.co.nz. For all students written reports are sent home at the end of Term 2 & Term 4.

For students in Years 1 who have been at school for up to 10 weeks a New Entrant Report will be given instead of the standard school reporting format. Likewise with older

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students new to Fairhall School or with special education needs a specialised report will be prepared by the classroom teacher.

Parent / Teacher meetings will be the format for the 'end of Term 1' and meetings and 3-Way Conferences (for Y1 - 3 students) and Student - Led Conferences (for Y4 - 8 students) will be the format for 'Term 3' reporting.

The school will report to parents twice yearly on each student's attainment and progress with the expected New Zealand Curriculum Learning Levels for Reading, Writing and Mathematics.

You may at any time request an interview outside our normal reporting schedule. If so please contact the class teacher via the school office to arrange a time.

School App

Fairhall School has it's own School App which you can download now from the Apps store to your smart phone. This is handy for a number of options including: receiving notifications, reading the school newsletter or even sending in an absence notice to the school. For more information please contact the school office.

School Closure

The school will try not to close the school during the school year, but will do so if there is a risk to student and staff health and safety, either within the school or getting to and from school. Where possible, we will notify parents prior to the beginning of the school day.

Depending on circumstances notification will be through either:

- school website
- text to cell phone School App
- email
- notices on local radio station More FM
- voice message left on school answer phone.

Closure is generally due to extreme weather conditions or if the school environment is dangerous to students or we have no essential services for an extended period of time.

School Hours

The school is not open until the arrival of the first bus. This bus normally arrives at 7:45am. It is from this time that teachers are on duty. The school grounds should be cleared by 3.30pm, unless a sports practice is in progress, or prior arrangements have been made.

Office hours are between 8am and 3.30pm on Mondays to Fridays during the school terms.

School Donation

Parents are asked to pay an amount set by the Board of Trustees as a voluntary donation to help with school funds during the year. This money can be paid to the school as soon as you are notified through the school newsletter. EFTPOS is available and receipts will be issued. The school donation is \$140 per student for the year. An ICT donation of \$20 per student/per term is also set and this enables the school to maintain quality ICT equipment through a lease programme for computers and laptops.

School Enrolment Scheme

The school is required by the Ministry of Education to have an Enrolment Scheme in place. Details of our enrolment scheme, including a Zone Map, can be found on our school website www.fairhall.school.nz. The enrolment scheme policy has been formed for the purpose of controlling overcrowding at Fairhall School. It protects the rights of Fairhall residents to attend their local school.

School Newsletter

This is emailed to parents every Wednesday. This is the main form of communication between the school and home. A hard copy of the newsletter is kept in the foyer of the school office.

Scholastic Book Clubs

On-line Book Club purchases are available approximately once a term. This is a source of good recreational books at reasonable prices. Teachers are available for assistance in making selections to suit your sons/daughters interest and ability. For every purchase you make, points are accumulated. These points are then used to purchase more books for the library - a very easy form of fundraising.

Specialist Services

When the school, or parents/caregivers have need of professional support services, the school has access to a wide range of services including:

- Counsellors
- Psychologist
- Speech Therapist
- Public Health Nurse
- Resource Teacher of Literacy
- Special Education Service
- Correspondence School

Specialist Technology

Our Year 7 & 8 students take part in the specialist technology programme, which takes place regularly at the Marlborough Technology Centre in McLauchlan Street. Parents are required to pay \$55 for each student to attend the Technology Centre.

Sports Teams

The school enters teams in tennis, touch rugby, hockey, volleyball and cricket in the summer and netball, basketball and hockey in the winter. To do this successfully, we need parents to assist with the supervision and coaching. Our school's sports co-ordinator will call for coaches and support prior to the start of the season. Depending on the sport being played students either wear the school sports uniform or they will be provided a sports uniform. It is essential that students be neatly presented to ensure the high standards of Fairhall School are upheld.



Stationery

Stationery lists will be provided on enrolment for new entrant students, and then sent home in the last week of Term 4 each year for you to organise for the following year. Please ensure students are ready on Day One with all the relevant requirements.

Student Cellphones

These are not permitted for use at school. However, by arrangement with the class teacher and principal, cell phones may be permitted in school bags to be used once the student has left either the school grounds or the school bus. You will need to communicate this request to your child's teacher. If students are seen using them within the school ground or on the bus then permission may be withdrawn.

Student Computer and Internet Agreement

With every enrolment you will receive a Computer and Internet Agreement form. You are required to make your child / children fully understand the importance of the agreement before it is signed and returned to your child's teacher.

Sunsmart

We are a sunsmart accredited school. All students are required to wear a sunhat in Terms 1 and 4 during lunch and play breaks at school and when involved in outdoor school activities.

Student Homebooks

Each student in the junior area of the school has a Reading Log. This is used for home and school communication and to record homework requirements where necessary. Teachers will use it to contact parents, or parents to contact teachers. Make sure you use it - maybe to inform us of a change in transport arrangements or reason for absence etc.

Telephone

The school telephone is available for messages to teachers and students (within reason). Students need their classroom teacher's permission to use the school phone.

Transport

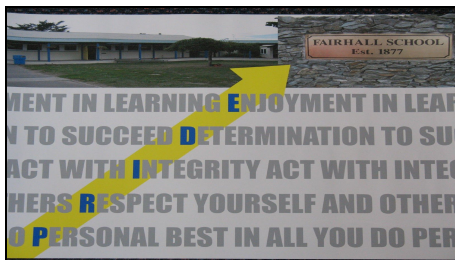
As we are a country school we rely on parents and staff members to provide most of the transport to various extra functions and activities that we consider important for the education of the children in the school. Please make yourself available for this activity when you can.

We trust you find the information in this prospectus helpful. If you have any further queries or concerns please feel free to contact the school office.

FAIRHALL SCHOOL VISION

“Fairhall PRIDE – Pathway to Excellence”

FAIRHALL



P = Personal Best

R = Respect

I = Integrity

D = Determination

E = Enjoyment

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