

# Rolleston

## Christian School

### School and Whānau Partnership Handbook



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## Introduction

Dear Parents,

It is an honour to be able to partner with you in the education of your child/ren.

Educational research shows that strong partnerships between home and school have a positive impact on children's achievement. We take this partnership very seriously as we endeavour to assist you in the important role you have of raising your children, through providing a high quality education that allows your child to grow as the person God has designed them to be.

As educators, we draw from our professional knowledge, experience and support networks to create positive learning experiences for your child/ren at school and are here to help you to support your child/ren's learning at home. As parents you have a depth of knowledge about your child/ren, and as educators your willingness to share this with us is invaluable as we seek to understand your child as both a person and as a learner.

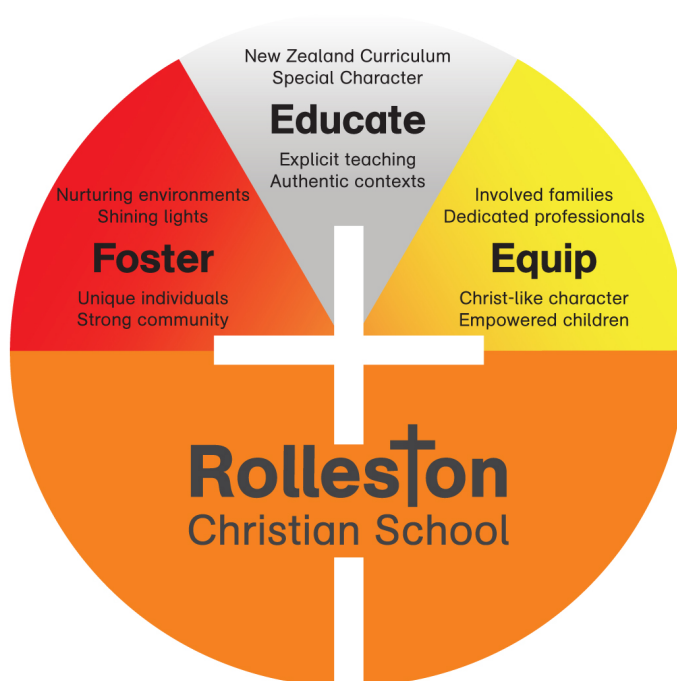
We hope you will support our vision of Christ-like, creative, critical thinkers enjoying academic success, and developing personal gifts to bring hope and joy to the world, as we develop a deeper understanding of what is important to you and how we can partner together to see all these things come to fruition.

At Rolleston Christian School we are building a God honouring learning community. Communities are places where people share laughter, tears, strengths, weaknesses, successes and mistakes. Communities are not always tidy or perfect, but it is in community that people flourish and great things can be achieved.

I invite you to be an active part of the community and join the exciting journey we are on!

Many blessings,

Liz Horn  
(Principal)



## **Some Practicalities**

### **Dropping off and picking up your children**

In the morning you will be able to use the bus turning bay to drop children off. You are also welcome to park your car and bring your children down to the classroom block if you prefer. We ask that you drop your children off no earlier than 8.30am in the morning, as before this the staff will all be engaged in the morning meeting and are unable to supervise them.

For health and safety reasons we ask that you park your car and physically collect your children at the end of the day. This is so we can ensure that no children are going into the car park unsupervised. If someone unknown by the staff will be collecting your children please let the office know.

### **Uniform**

The official school uniform can be purchased from the school office. Our uniform is designed to be as child friendly and cost-effective as possible. The same uniform can therefore be worn all year round.

The official school uniform consists of:

- RCS polo-shirt.
- RCS polar fleece.
- RCS hat.
- Boys - RCS shorts.
- Girls - RCS skirt.

To go with the uniform you will need:

- Plain black shoes.
- Boys - plain black socks.
- Girls - plain black or white socks, or plain black stockings in winter.
- Girls - hair ties and bands need to be orange, blue, white or black.

There is not a sports uniform at this stage. On days that your child has PE, please ensure they are wearing appropriate footwear for this.

### **If your child will be absent**

If your child will not be at school for any reason please call or email the office before 9am and let us know. If you know in advance that your child will be absent, including appointments during school time, please let the office know as soon as possible. In the event that your child will be absent for a period of time (eg. overseas holiday) you will need to apply, in advance, to the Principal in writing. This type of absence is discouraged and will be recorded as an unjustified absence. Research shows that levels of attendance have a direct impact on children's achievement, so please think carefully before allowing your child to take time off school. Please refer to our Health and Safety programme for our policy about when you should keep your children at home.

### **Lunches**

As a school we have a zero-waste philosophy. Any rubbish created through lunches will be returned home. High levels of sugar are not beneficial to student learning. Please only give your children water to bring to school and provide low sugar food options for eating during the school day.

### **School Documents**

All our school documents provide valuable information that we advise you familiarise yourself with. Our documents can be downloaded from our school website.

# Privacy

At Rolleston Christian School we take your privacy, the privacy of your children, and the privacy of our staff very seriously. We believe this develops a safe environment for you, your children and our staff, both emotionally and physically. We also recognise the need for privacy in the cyber world. The school follows the guidelines below to protect the privacy of all members of the school community.

## ***Use of text and images***

- Parents will sign a permission slip each year that gives the school permission to use photos of children on the school website and other publications that are available in the public arena.
- Whenever possible, the names of students will not be attached to a photo in a public forum, unless specific permission has been sought from the parents.
- Student work will not be published in a public forum, unless the student has given permission for this to be done.
- Members of the school community are not to name any children in school-based photos they might share with others in a public forum, including Facebook.

## ***Reading or downloading school material***

- The school is able to access information about the specific people who open the school newsletter.
- The school, should it choose to, can access information about the people who are looking at the school website and their activity on there.
- The school will only use this information for the purpose of improving systems of communication with the school community and will not share it on any public forum.

## ***Personal Information***

- In order to ensure the health and wellbeing of our students we collect important information record this on our school's Student Management System (SMS).
- The SMS is a secure site that can only be accessed by school staff and a trusted technical support team.
- The school will only share this information with external agencies or persons when it is necessary to enhance a student's well being or their academic success, and will generally only do so with parental permission.

## ***Emails***

- Emails that are sent to a member of staff may be forwarded to other staff members or external agencies in order to address a child's needs.
- We keep your email address private from other school community members, unless we have sought permission from you to share it.
- All emails sent from the school will be sent as Bcc, unless it is a group that has already shared their email addresses with one another, such as a netball team.

## ***Online Forums***

- Parents are to respect the privacy of school staff and are not to request them as friends on Facebook.
- Students will have authority over any of their work being posted online.

# Understanding the School Day

## Teachers involved in your child's learning

There will be a number of teachers involved in your child's learning and development. There are a number of reasons we believe that a team of teachers working together for the good of your child is best for your child and their education. Firstly, it is natural that different people are drawn to different types of people. Having 2-3 adults that your child can build strong relationships with increases the chance of having a teacher that they connect with strongly. This increases your child's sense of security at school, which will in turn increase their academic progress. Secondly, God designed each of us with different gifts and talents. When teachers work together in a strong team they are able to provide the very best educational experiences in a wide variety of areas and can teach to the strengths they naturally have, allowing your child to have the best possible learning opportunities. Teachers working collaboratively also helps to narrow the range of abilities one individual teacher is trying to accommodate for. This allows teachers to develop comprehensive learning activities for the narrower range they do have, meaning your child's learning tasks will be more focussed on their individual learning needs. The hub leader will be your primary point of contact with any questions you have regarding your child's learning. If they do not teach your child in a specific area they will know who it is that does.

## How the learning day is structured

The day is broken into four parts. This allows for maximum learning time for your child, while also giving the children plenty of opportunity for refreshment throughout the day. This is what the regular school day will look like, but there will be times when this programme is not followed in order to accommodate for special events or learning activities.

### Middle School (Years 4-6)

Block One –

Living Christianly - 9.00 – 9.20

-During this time the students will spend time learning about the Bible and discussing ways it relates to our lives, singing worship songs and praying for one another.

Literacy Time – 9.20 - 10.00

During this time students are given direct instruction around their individual learning needs in reading and writing. Students will engage in small group instruction with teachers and will also complete a number of individual or group activities that support their learning.

Read and Feed - 10.00 - 10.15

This is a full school time where students are to eat a healthy, substantial snack while they listen to a story being read aloud. Reading aloud to children is an essential part of developing a love of reading, increasing vocabulary and improving comprehension skills. Students will be given a choice as to which book they choose to listen to. Please have a conversation with your child before they come to school about the best choice of snack for this time. It needs to be quick and easy to access and should be tidy and easy to eat.

Outdoor Play - 10.15 - 10.25

Students will be given time to play outside. There will be one teacher on duty outside.

Block Two - 10.25 – 11.25

Numeracy Time

During this time students are given direct instruction around their individual learning needs in maths.

Students will engage in small group instruction with teachers and will also complete a number of individual or group activities that support their learning.

Second Break – 11.25 – 11.45

Students will be given time to eat and play outside. There will be one teacher on duty outside.

Block Three – 11.45 – 1.00

Theme based learning – During this time students will explore interesting and relevant topics that allow students to learn and grow in a range of the curriculum areas, including literacy and maths.

Lunch – 1.00 – 1.45

Students will sit and eat their lunch for ten minutes then will be given time to play outside.

1.45 – 3.00 – Block Four

Monday and Tuesday – Theme based learning.

Wednesday – Physical Education

Thursday – Kapa Haka

Friday – Whanau Group Learning

### **Junior School (Years 1-3)**

Block One –

Hui time - 9.00 – 9.20

-During this time the students will spend time learning the skills involved in oral language. Oral language is the basis of all literacy learning and many other areas of the curriculum.

Reading Time – 9.20 - 10.00

During this time students are given direct instruction around their individual learning needs in reading.

Students will engage in small group instruction with teachers and will also complete a number of individual or group activities that support their learning.

Read and Feed - 10.00 - 10.15

This is a full school time where students are to eat a healthy, substantial snack while they listen to a story being read aloud. Reading aloud to children is an essential part of developing a love of reading, increasing vocabulary and improving comprehension skills. Students will be given a choice as to which book they choose to listen to. Please have a conversation with your child before they come to school about the best choice of snack for this time. It needs to be quick and easy to access and should be tidy and easy to eat.

Outdoor Play - 10.15 -10.25 - Students will be given time to play outside. There will be one teacher on duty outside.

Block Two - 10.25 – 11.25

Writing Time - During this time students are given direct instruction around their individual learning needs in writing. Students will engage in small group instruction with teachers and will also complete a number of individual or group activities that support their learning.

Second Break – 11.25 – 11.45

Students will be given time to eat and play outside. There will be one teacher on duty outside.

Block Three – 11.45 – 1.00

Numeracy Time - During this time students are given direct instruction around their individual learning needs in maths. Students will engage in small group instruction with teachers and will also complete a number of individual or group activities that support their learning.

Lunch – 1.00 – 1.45

Students will sit and eat their lunch for ten minutes then will be given time to play outside.

1.45 – 3.00 – Block Four

Monday– Theme based learning

Tuesday – Physical Education

Wednesday – Theme based learning

Thursday – Kapa Haka

Friday – Whanau Group Learning

## **Assemblies**

The whole school meets for a devotion time at 9am on Monday morning. This is a time for students and teachers to connect, honour God at the beginning of the week, and for the full school community to focus in on the learning for the week. Parents are welcome to stay for this time.

The whole school will have a celebration of the week's learning on Friday at 12pm. Again, parents are welcome to attend these assemblies.

## **What your child needs for their learning**

In order to learn effectively children need the correct equipment with them at all times. The amount of learning time that can be wasted through the lack of appropriate equipment can be detrimental to a child's learning. We will always teach and encourage students to look after their equipment, but if you could ensure that your child always has a supply of the following things it will help their learning.

- Good quality pencils. Poor quality pencils break easily and a lot of time is spent sharpening.
- A pair of scissors.
- A set of good quality colouring pencils/Jovis/Twistables.
- Tissues or a hanky.
- The appropriate books.

## **Emotionally ready for learning**

It is important that children are emotionally ready to learn in the morning. If there is anything that might have occurred that may hinder their readiness to learn, please let the Hub Leader know first thing in the morning, so they are able to work through this with your child.



# Learning at Home

## Philosophy for quality learning at home

Children are learning all the time and they learn in a variety of ways. Although the structured learning that takes place during the school day is vitally important, so is the learning that happens in your home. This learning should compliment what happens during the school day, but does not need to be dictated by it.

As a parent you are the adult facilitator in your child's learning at home. Work does not need to be completed independently by your child then sent to school for correction, but rather the learning tasks can be done with you, so that your child is learning in that moment.

Never underestimate the importance of day-to-day activities in your child's learning. Encouraging curiosity and discussing different things is extremely valuable. Taking your child on a bushwalk, doing the gardening or baking a cake are all very valuable learning experiences. Encourage your child to ask questions during each of these activities and engage in the conversations or investigations that will develop an increased level of understanding in your child.

## Daily practice

It is important to practice simple things at home with your children every day. There are many fun ways to do this. We are happy to give ideas, but we also suggest you get creative in the ways you practice things at home.

Practice with Years 1-2

- Counting. First in ones then in twos, fives and tens. Forwards and backwards.
- Spelling. We will work collaboratively with you to determine weekly spelling lists.
- Sight words. We will work collaboratively with you to determine weekly word lists.
- Reading. Practice reading the book your child brings home each day. Re-reading is really helpful for children, so feel free to read a book many times.

Practice with Years 3-6

- Basic Facts. Your children will have learning goals in this area.
- Spelling. Your children will have lists to work through.
- Reading. The more your children read at this age the better. Discussing what they have read will help to increase your child's comprehension. Encourage your child to read for at least 15 minutes each day.

## Rich learning experiences at home

Each term the school will post a matrix up on the school website that relates to our theme for the term. The matrix will give a variety of options your family can choose from that support the learning the students are undertaking at school.

Each activity will be worth a number of points and it is expected that you will work with your children to complete the required number of points, remembering that at home you are the facilitator of their learning. Try to encourage as much learning as you can from each of the activities.

## Extension or support

If your child is needing specific support or extension, that is not accommodated for through the general 'learning at home' activities, then the school staff will contact you. The staff will work collaboratively with you to construct a programme that will meet your child's needs and be manageable for you. If you feel that your child needs extra support or extension and we have not contacted you then please feel free to contact us.

### **If you are wanting more learning tasks for your home**

There are many commercial and web-based resources available that you can do with your children at home if you choose to. If you would like some recommendations then please don't hesitate to ask. While we are happy to celebrate the learning that occurs in your home through these type of activities it is important to remember that you are facilitating your child/ren's learning through these resources. The assistance and feedback you give to your children as they are completing learning tasks will make the biggest impact on their learning.

## **Working with the Rolleston Christian School staff**

### **Educational partnership**

As mentioned previously, the relationship between home and school is very important for your children's educational success. The staff we have at Rolleston Christian School have a heart for children and a passion for education. They will be working extremely hard for the benefit of your children and will have a genuine desire to see them succeed. Please keep our teachers in your prayers and make a conscious effort to build positive relationships with them. Our teachers have a wealth of knowledge that they are happy to share with you and also greatly appreciate the depth of understanding about your children that you bring, along with areas of expertise that you have to offer. Working together as a team, we are able to offer the very best educational opportunities to your children.

### **Communication**

The school will email home a weekly newsletter. Please read this carefully each week so you are aware of what is going on. If you are ever unsure of anything, please be sure to ask one of the staff so we can clear up any confusion.

In the morning it is important to us, as a school, that the teachers are focussed on greeting the children and preparing them for their learning, so unless it is something urgent we ask that you leave more lengthy communication with teachers until after school.

### **Understanding your child's learning**

We believe that it is important for parents to have a good understanding of their child's learning. We will keep you up to date with the general learning that is occurring at school through our website.

If a staff member is concerned about the progress your child is making they will make direct contact with you and ask you to attend a meeting to discuss possible ways to address this.

If you feel that you would like to have a deeper understanding of your child's learning, or how they are going at school in general, then we ask that you make a time to meet with your child's hub leader. By making a set time, and giving staff an idea of the areas you would like to discuss, we are able to ensure staff prepare for the meeting, making it a productive and beneficial time for everyone.

### **Raising a concern**

Your concerns and questions are important to us as we seek to provide a great educational experience for your family. If you have a concern regarding your child's education or experiences at school, we ask that you make a time to speak directly to the staff involved. Once again, by making a set time, and giving staff an idea of the areas you would like to discuss, we are able to ensure staff prepare for the meeting, making it a productive and beneficial time for everyone.

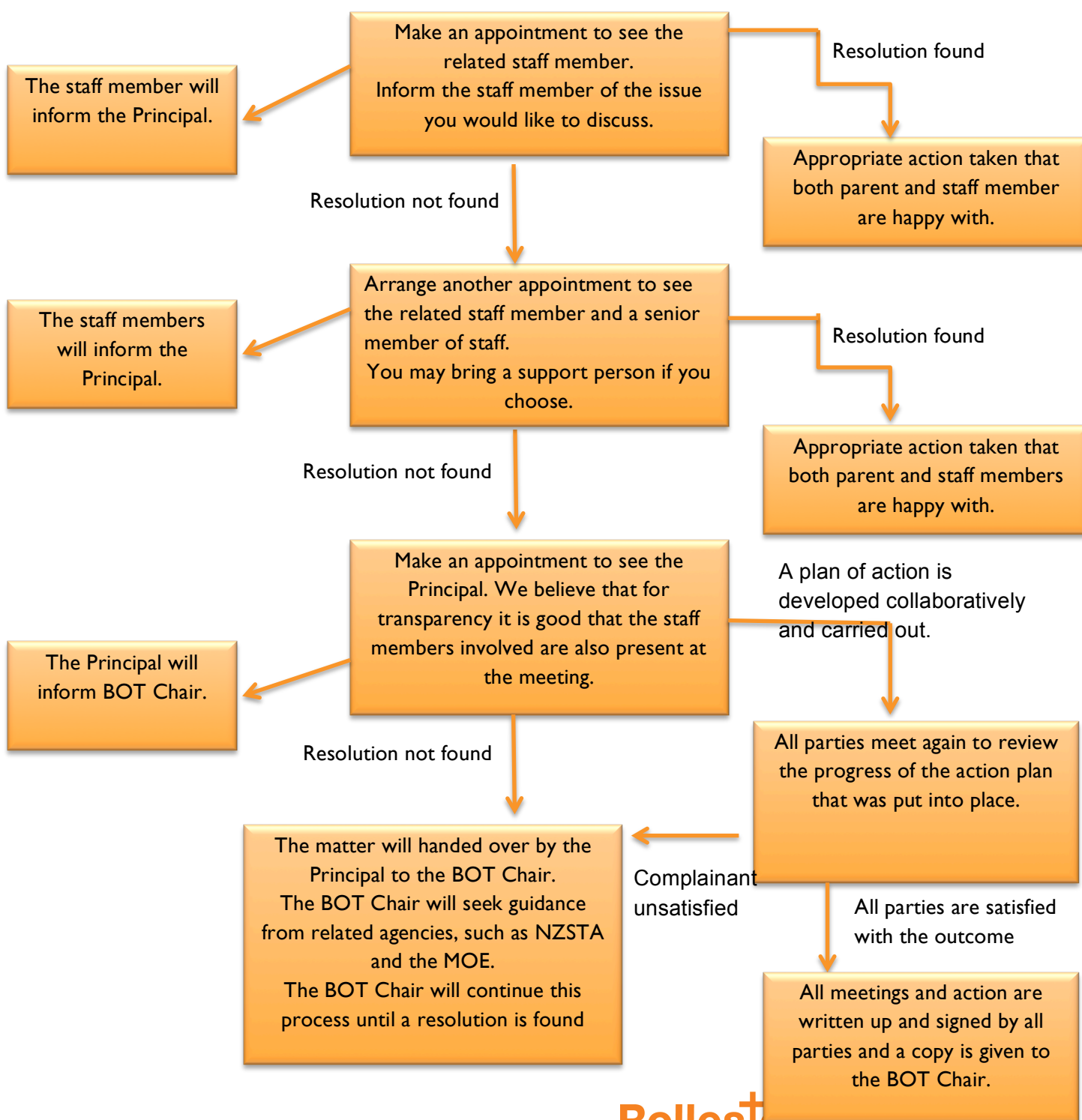
### **Encouragement and support**

Teachers work tirelessly for their students. Your encouragement and support is invaluable as they seek to navigate the learning path of each student. Never underestimate the power that an encouraging word or supportive act has on the energy levels of teachers. Demonstrating support for the school staff in front of your children also helps the children to develop respect for the school staff, resulting in a higher level of productivity in their learning.

## Laying a complaint

If you have raised a concern, but you are unhappy with how it has been addressed or feel that the issue has not been resolved, then please follow the procedure below to lay a formal complaint. As a Christian school we believe that God asks people to seek reconciliation and resolution when a conflict has arisen. We ask therefore that when any complaint is raised, that you seek to work collaboratively with school staff to see a positive, constructive outcome.

We believe that transparency and integrity are important when resolving conflict, so seek to follow a procedure that allows for this. We also recognise that some issues cannot be solved instantly, so will seek to work collaboratively with you to create a plan that will result in a positive outcome for all parties involved, particularly the children.



# Getting Involved at Rolleston Christian School

## Be involved in the learning community

You and your family are part of the Rolleston Christian School community. A community thrives when its members both give and receive. As a school staff we are here to serve you in any way we can, but we also hope you will take an active part in providing a great educational experience for all our students.

## Pray for the school

Please keep our school in your prayers. Please pray for the children, parents and staff. As a staff we regularly pray for the families in the school too. If you have anything you would like us to pray for then please let us know.

## Opportunities around the school

If you would like to get involved in anyway then please come and talk to us. Ideas you might like to think about -

- Joining the Rolleston Christian School Community Group
- Gardening with children
- Listening to children read
- Baking with children
- Covering books
- Helping with wall displays
- Coaching sports teams
- Helping in classes
- Helping with the organisation of books and other resources.