



A Guide to Longbeach School



From the Principal

Kia ora.

Welcome to Longbeach School, the home of LB Stars!

All our students are superstars and it is our role is to utilise their strengths to provide exciting learning programmes. So that by the time the students graduate from Longbeach School they are well-rounded, effective citizens ready to take on the next set of challenges at secondary school.

Our Longbeach School localised Curriculum is framed by the New Zealand Curriculum and linked to current research around what initiatives have the largest positive impact on student progress and achievement. Our team works collaboratively to best meet the educational and pastoral needs of every learner in our school. We have a focus on quality literacy and numeracy programmes in all classrooms and we encourage an active and engaging authentic curriculum that encourages personal excellence in all learning areas.

We are very lucky here at Longbeach School, as not only do we have a very capable and committed staff, we have a supportive community and together work work to deliver the best outcomes for our students.

If you have any questions, please do not hesitate to talk to one of our staff.

Nga mihi
Neil Simons



Ph 03 302-6643

Mobile Phone: 021 115-7674

Email: office@longbeach.school.nz

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Absences

All pupil absences must be accounted for. If the message is not left in person, parents are asked to contact the school if their children are absent before 8.45am. An answer phone message service is provided, for roll purposes we also will need a reason as to why your child is absent. Parents can also text the school cell phone on 021 115-7674 or use the @school Mobile app.

Unaccounted for children's parents are phoned or texted by the school secretary to ascertain that they are away and the reason.

Children arriving late (i.e. after the bell has rung) are expected to 'check into the office' immediately on arrival. A written note should be provided if your child is going to be absent during term time for holidays, etc.

Accidents & Sickness

If a child has an accident at school we will contact the parents immediately. If you are unavailable we will use the emergency contact number on your file. Please make sure the office always has up to date contact names and numbers. Requests to administer medicines must in all cases be a signed instruction/waiver and the appropriate form is supplied by the school. Pain relief is not supplied by the school for the use of students. Classroom teachers will inform the Secretary of any pupil who has become sick whilst at school. Parents will be phoned and where possible asked to collect the pupil.

After School

Please feel free to use our school grounds for general play or sports practices. Please note that the students must be supervised after 3.00pm.

After School Road Crossing

Please ensure the students are crossed across Boundary Road outside the school.

Assembly

These are held twice a term usually in Week 5 and 9 and held on a Friday at 2.15pm in our Art Centre. Please check our newsletter for dates. Each classroom takes a turn at leading the assembly and all classes are invited to share classroom work. Parents are encouraged to attend.

Behaviour Management

Longbeach School has a Behaviour Management Programme. The school also operates a number of positive rewards for appropriate behaviour including LB Star awards for house points and an assembly prize draw and class certificates. If you have any questions regarding this please see the principal.

Board of Trustees

Richard Wood	Chairperson
Neil Simons	Principal
Sarah Lovell	Staff Representative
Toni Durham	Parent Representative
Jason Rickard	Parent Representative
Will MacKenzie	Parent Representative
Leandra Fitzgibbon	Parent Representative

The Board of Trustees is responsible for governance of the school and day to day management is the responsibility of the Principal. Our board meets on a Monday evening approximately six weekly at 6.00pm in the School meeting room. Meetings are advertised in our newsletter. Parents are welcome to attend.

Bookclub

Scholastic book club pamphlets are sent home each month. Bookclub orders need to be returned to school by the due date. You can fill out the credit card details on the order form and return to the school office. **Please do not send along cash.**

You can also order books online using Book Club LOOP, by going to the following website: **www.mybookclub.scholastic.co.nz**

Buses

The Ministry of Education ruling states that children under 10 years of age must live 3.2km from the school, while those 10 years and over must live 4.8kms from school to be eligible to ride on the school bus for free.

If this criteria is not met then the Principal, makes the decision as to who will ride on the bus. This would be influenced by such factors as numbers of children already transported in relation to maximum loading and the present route followed. Parents are required to fill out a ministry bus transport application form on enrolment. To ensure safety of children, any changes of plans for bus children must come from the child's parents, **preferably by note or by phoning or sending a text message to the school phone prior to 2.15pm.**

Our bus service is managed by Mid Canterbury School Transport Service contactable 03 307-2420 or email admin@mcsts.co.nz they also have a website www.mcsts.co.nz

Camps

Camps are encouraged at our school and are negotiated within individual classes. Class teachers will provide the necessary information well in advance.

Choir

Every 2nd year we have the opportunity to participate in the Mid Canterbury Schools Musical Festival. Participation is in the massed singing and we may have a Longbeach School item. Children from Year 3 onwards are invited to be in the choir. It is often necessary to ask for parent support and help in preparing for the festival.

Cohort Entry

Longbeach School operates a 'Cohort Entry' system. This means 5 year olds start e.g. either at the start of the school term or at the mid-point. Please contact the school office for the exact start dates.

Communication

We send out a school newsletter every fortnight. This contains important event information. Also, we have a web site which is updated regularly with a copy of the newsletter and a calendar so you can check important dates. Classes send out notices weekly via email or on their class facebook pages about events and or trips. So please keep an eye out for these.

Computers

All classrooms are equipped with computers. These will be utilised as tools across the curriculum where appropriate to enhance learning. Chromebooks and iPads are also available for use in class.

Students in the senior team, Years 5-8, are able to bring their own device to use in class. Please ask the classroom teacher for more information regarding this.

Concerns

We encourage parents to voice any concerns or queries they may have about the school programmes and events. This is best done by contacting the person concerned and discussing the issue with them. If that does not solve the problem please contact the principal. If the issue still remains unresolved write to the Longbeach Board. To get the correct contact for the presiding member, please contact our school office.

Curriculum

Our Longbeach School localised Curriculum is framed by the New Zealand Curriculum and linked to current research around what initiatives have the largest positive impact on student progress and achievement. Our team works collaboratively to best meet the educational and pastoral needs of every learner in our school. We have a focus on quality literacy and numeracy programmes in all classrooms and we encourage an active and engaging authentic curriculum that encourages personal excellence in all learning areas.

Dental Therapist

Parents are informed of future screening which is conducted by the mobile dentistry screen unit. The unit visits the school, screens the students and if needed referrals are made.

Donation

Each term a request for a donation will be sent home. This is a voluntary donation to help with the running of the school.

Emergency Procedures

Fire and earthquake emergency procedures are displayed in classrooms and around the school. Practice drills are held every term and procedures are reviewed.

Enrolment

If you wish to enrol your child please ring the school to arrange an appointment. When you enrol your child please bring with you a copy of their birth certificate, an emergency contact name and number, their immunisation certificate (from their Plunket book) and any relevant information on health, medication and general development.

Enrolling five year olds are encouraged to visit the classroom on several occasions prior to starting school. This helps make the transition from home to school smooth and secure.

Our new entrant teacher will contact you to arrange these school visits.

Please see cohort entry for information about 5 year old start dates.

Environment

We operate an active environmental programme. Pupils manage a worm farm, compost and recycle all paper waste. They also have a small vegetable garden growing.

Fitness

3 times a week classes participate in fitness for 15 minutes.

Fizzy Drinks

We would appreciate it if this is not included in pupils' lunch boxes.

Fundraising

We have an active fundraising group who work hard to support the school. If this interests you or you have some good ideas, please contact the school office.

Gifted & Talented Programme

We identify these students using a variety of methods and classroom teachers provide programmes for identified students. We work with NZ Gifted Education and Mindplus Mid Canterbury. Students have the opportunity to attend the Mindplus programme 1 day per week.

Head Lice

In any school head lice can be a problem from time to time. The spread of head lice in a classroom can be controlled and prevented by:

- Checking your child's hair weekly
- If lice or eggs are found:
- Treat hair with an appropriate product available from a chemist or on a Doctor's prescription. This treatment needs to be repeated in 7 to 10 days.
- An information sheet is available from the office.

Healthcare

Parents are asked to advise the class teacher of any aspect of their child's health, which may affect his/her schooling. If a child is unwell before school, please keep him/her home for that day. Children cannot concentrate on their school work if they are feeling miserable.

Health Nurse

The school health nurse visits regularly and can be contacted if parents have any concerns. To contact please phone 307-8378 or visit the following website:

www.cdhb.govt.health.nz

Hearing and Vision

The Primary Health Service carries out vision and hearing tests on all five year olds and Year 7 children. Any other child will need to go to the Primary Health Clinic in Ashburton, Ph 307-8378 for an appointment.

This is a free service. These are specific tests which only pick up common problems e.g. short sightedness. If parents have other concerns regarding hearing/vision, please contact the Primary Health Service for information on costs and other available services.

Helping Children at Home

School lessons are only part of your child's learning. There are many ways in which you can encourage your child to succeed:

- * Spend time with your child - talk - talk - talk.
- * Show interest in the work brought home from school
- * Encourage writing, drawing, reading, and making things at home
- * Read to and with your child
- * Play games together
- * Don't compare one child's progress with that of another as they develop at different rates.
- * Use open ended questions—what, where .. avoid "Did you like school today?"

Home and School

We are fortunate enough to have an active Home and School committee who support the school with catering and fundraising activities. Every school parent is a member of the Home and school and is welcome to attend committee meetings and or join the committee.

Homework

Homework at Longbeach School is designed to enhance learning whilst minimizing the stress at home. At Longbeach School every child will have reading and maths to do Monday—Thursday. Some students will have spelling work and others will have extra homework provided to target a specific need. Supporting our '*basics*' approach to homework students who in Y3 and above can opt into our STARS Challenge. Our STARS challenge is outlined in booklets and based around a set of challenges a student must complete. For more information see the classroom teacher.

Hot Lunches

Our senior classes use this as a fundraiser for camps. Your child/ren will be given a slip to order a hot lunch.

We have a pie warmer available in Terms 2 & 3 for children to bring along their lunch to be heated, it must be wrapped in tinfoil and named please.

House Groups

Children in all classes are placed into one of 4 Houses— Kakariki (Green), Kowhai (Yellow), Kahurangi (Blue), and Whero (Red).

The house group system is used for competitions and other organisation within the school. House points are awarded for various activities. At the end of each term, points are tallied and the winning House receives a small reward.



Information & Technology

The school is well equipped with information technology equipment. All rooms have interactive activboards (interactive whiteboards) computers, I-Pads and internet access.

Pupils also have access to a scanner, video and digital camera. The board have an Internet Acceptable Use policy . This agreement must be signed by both the child and parent/s consenting to conditions of use. If pupils do not have signed parent consent, they will not have internet or email access.

Learning Difficulties

Our staff are continuously monitoring students progress and adjusting their practice accordingly. Sometimes children learn differently and dont follow the pathway we would expect them to and we need to seek further support. If this is the case, we will discuss this with you and the possible interventions.

If you are concerned about the your child's progress, please discuss your concerns with your child's classroom teacher.

The more we work together, the better the outcomes are for learners.

Learning Support (Similar to above but different as this is part of everyday practice)

We run learning support programmes. Pupils are identified by their classroom teacher. Small groups of children are instructed in targeted areas and supported by our teacher aides.

Leaving School Grounds

Under no circumstances are pupils allowed to leave the school grounds without teacher permission. Students must inform teachers of sports equipment that needs to be retrieved from out of school grounds.

Unless getting onto the bus to go home or to an event, it is expected that students will not go out of the school gates without a supervising adult.

Lost Property

Parents are requested to label all clothing and items. Unclaimed items will be stored in the green bin outside Room Ashton. If not matched with owners lost property will go into the second hand uniform store. All other items are eventually donated to charities or disposed of.

Medication

Medication will not be administered without parent authorisation. Parents must complete a Parent Request and Consent form before the school will administer medication. These consent forms are held at the school office and on receipt of the signed form and medication the secretarial staff will notify the classroom teacher and the principal and enter the details into the medicine register.

Music Tuition

Private Tuition is available in guitar and Ukulele onsite to any pupils interested. Please contact the office if you wish to find out more about these programmes. For tuition costs, phone Barbara at Ladybank Learning on 308-9161 or 027 474-2003.

Newsletter

Newsletters will be sent home fortnightly. This is an important source of information and we encourage you to read this carefully as it contains many crucial details about events at school. The youngest and only child from each family will be issued with a newsletter. Parents can elect to also receive the newsletter by email by contacting the School Office. If you have missed a copy we load a PDF copy on our website and also on etap or you can contact the office for a back issue.

Outdoor Education

Our school encourages outdoor education activities. Included is an annual ski trip to Mt Hutt. Our middle and senior pupils have the opportunity to participate in a "school camp" on an annual basis.

Parent Help Programme

Parents are encouraged to become actively involved with their children's education particularly to support the classroom teacher. Parent help activities may include: Assistance with written Language/reading programmes/supervision of games/repairing, and making resources/sharing hobbies and interests/transport.

Photocopying/Laminating

The school's photocopier is available for community photocopying. The present charges are as follows:

A4 paper single sided	20c
A4 paper double sided	30c
A3 paper single sided	30c
A3 paper double sided	40c
A4 colour	1.00
A3 colour	2.00
A4 laminating	2.00
A3 laminating	3.00

For quantities over 100, price negotiable. Please phone the office to make an appointment for photocopying.

Photographs

Class and individual photographs are taken each year. You will be advised of the date in a newsletter.

Playcentre

The local Playcentre operates next to us on Tuesday and Friday mornings between 9am and 12 pm. interaction between the Playcentre and pupils is encouraged.

The students in the new entrants room visit Playcentre or host the 4 year olds on a regular basis.

Contact details are:- Longbeach Playcentre email: longbeach@playcentre.org.nz

or phone: Amber Kohalmi 027 335-2699 or look them up on Facebook.

Playground Use

Longbeach School welcomes the use of the playground outside of school hours. We ask that you respect all facilities when using them. Skateboarders etc are asked not to skate/ride on the verandahs, tiles, seats etc.

Police Vetting

Any person who has regular unsupervised contact with children will be required to undertake a police check in accordance with school policy.

Reporting to Parents

Formal reporting methods are as follows:

1. Start of the Year 3-Way-Conferences. Meet the teacher and discuss goals for the year ahead.
2. New Entrants meeting. For students who are brand new to school there is a meeting at approx. 6 weeks. This is to discuss how your child has settled into school and share any information about learning. (Depending on the student this could be held as part of number 1).
3. A mid year report is sent home.
4. Mid Year 3-Way-Conferences. At the start of Term 3 there a conference with the student, parents and teacher to discuss learning achievement and progress.
5. End of Year—A written report that summerises the year of learning.

Rubbish/recycling

All pupils are encouraged to keep the school tidy. Recycled Materials are placed in the green bins. Year 5/6 environmental leaders take recycle bins to the Willowby Recycling Depot.

School Hours

8.55 am - 10.35 am	Class
10.35am - 10.55 am	Brain Food Break/Playtime
10.55am - 12.00 pm	Class
12.00 pm - 12.15 pm	Lunch Break
12.15pm - 1.15 pm	Class
1.15pm - 1.50 pm	Playtime
1.50pm - 3.00 pm	Class

It is expected that normally students will not be at school before 8.30am.

School Library

The school has an excellent library which is open every day at lunchtime. We are particularly keen for children to use the library and we seek your support in encouraging its use.

Children are allowed two books at a time. In wet weather they are encouraged to put their books in a library bag available from the school office.

Parents are welcome to browse in the Home & School section and can have books issued to them, please see Debbie in the office about this.

School Office

The Secretaries are in the office from 8.30am to 3.00pm daily. All significant amounts of money (e.g. Term Donations) must be in a labeled and sealed envelope.

It can be handed to one of our office administrators.

Small amounts (e.g. lunch orders) can be processed through the class teacher.

School Staff

Neil Simons	Principal
Alice Eddington	Teacher New Entrants — Room Willowby
Sarah Lovell	Deputy Principal/Teacher Years 1 and 2 — Room Ashton
Kacee Green	Teacher Years 2 and 3 — Room Waterton
Emma Bonnington	Teacher Years 4 and 5 — Room Eiffelton
Debbie Boon	Teacher Years 4 and 5 — Room Eiffelton
Catherine MacKenzie	Teacher Years 5 and 6 — Room Flemington
Jess Martin	Teacher Years 5 and 6 — Room Flemington
Harriett Sutton	Teacher Years 7 and 8 — Room Huntingdon
Hayley Price	Release Teacher
Michelle O'Connell	Release Teacher
Debbie Roulston	Office Administrator— Week days 8.30am-4.00pm.
Karyn Fleming	Teacher Aide
Sophia Cramond	Teacher Aide
Sarah Morrow	Teacher Aide
Catherine Inglis	Teacher Aide
Graham Stevens	Groundsperson
Crest Cleaning	Cleaners

Scooter & Skateboard Day

On a Thursday & Friday children are free to bring their scooters to school for play on concrete areas.

Smokefree and Vapefree

As per Smoke free legislations all buildings, facilities and grounds at Longbeach School are smoke free and vape free at all times.

Southern Cluster Group

Longbeach School is part of the Southern cluster of schools. This also includes Mayfield, Hinds and Mt Somers/Springburn schools. The schools get together on a regular basis for organised activities. Regular activities include cross-country, athletics, swimming sports.

Term 1	Swimming Sports	@ EA Networks Pool—Longbeach School
Term 2	Cross Country	@ Mt Somers/Springburn School
Term 4	Athletics	@ Hinds School

Speech Competition

These are held in Term 3 with the top 3 in each year group going on to compete against students from Hinds School. The Hinds Cluster competition is held at Longbeach School. After this the top 3 from years 5, 6, 7 & 8 only go on to compete in the Ashburton Plains Rotary Speech competition.

Sport

The children are encouraged to participate in team sport. Sports offered at the School are:

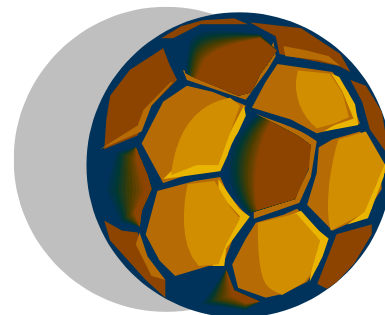
Netball Terms 2 & 3

Miniball Years 3-6 Term 3 & 4

Basketball Years 7/8 Term 1

Soccer Terms 2 & 3

Ripper Rugby Term 1 & 4



Sports also available through the clubs are Rugby, Hockey and Tennis.

The Longbeach School also participates in inter-school sports throughout the year—sports such as Swimming Sports, Winter Sport Tournament, X-Country and Athletics. These often serve as qualifiers for Canterbury competitions.

Stationery

The purchasing of children's stationery is the parent's responsibility. Class Stationery packs are available for purchase from the school office at the end of the beginning of the year.

Class teachers will send a note home if additional items are required during the year.

Strategic Plan

This is the key document by which the school operates. It contains the core statements for our school and the school's major focuses for the next 3 years. This is available for viewing on our website www.longbeach.school.nz

Student Council

The School Council is made up of pupils from the two senior rooms. It consists of Year 7s and 8s. The group meets regularly looking at ways to Improve the school, fundraise and help Home & School etc.

Subway

This service is available once a fortnight on a Wednesday (even weeks). Your child will be given a subway paper bag to write their order on usually on a Friday and it is then returned to school office with the money enclosed before 1.00pm on the Tuesday.

Sunsmart

The school has a sunsmart policy and pupils are required to wear sun hats in Term 1 and Term 4.

Swimming Pool

Instructional use will be made of the pool during Term 1.

Skill development is to be given priority. Recreational lunchtime swims are provided at the discretion of staff.

Pool keys are available for a nominal fee from Terms 4 through to Term 1 for families to use the pool after school, summer holidays and during weekends.

Please contact Jayne McLaren 302-6142 or the School office.

Uniform

The approved uniform colours are navy and jade. Information about the uniform options is available from the school office and on our website.

New uniforms can be purchased from The Warehouse, please remember to nominate Longbeach School as we receive a rebate from uniform purchases.

Uniforms can also be purchased from Tots to Teens in the Ashburton Arcade.



Some items of second hand uniforms are available at the school for sale. These are located upstairs in the library.

Updating Information

From time to time information changes in regard to facts we need for our school file. Please let us know of any changes in information such as phone, cell phone, address or emergency contact numbers.

Year 7 & 8 Programme

Our Year 7 & 8 educational programme is centered on encouraging student independence, leadership and autonomy.

We provide Year 7 & 8 environment that:

- Has a high standard of pastoral care and expectations for achievement
- Small class size to meet individual needs
- Prepares students for the transition to Colleges and High Schools
- Has a high standard of pastoral care
- Develops leadership skills'
- Support students through these dynamic years
- 1 to 1 Chromebooks (students can bring their own device)

Also, they participate in technology programmes at the Ashburton Technology Centre. Pupils are bused to and from the centre one day a week for 6 months and are involved in cooking, sewing, woodwork and other craft activities.



