

Macraes Moonlight School

**Information Handbook
2010**



To contact us:

School Address:

Macraes Moonlight School

RD3

Palmerston

OTAGO 9483

Phone: 03 465 2420

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E-mail: principal@macraesmoonlight.school.nz

website: www.macraesmoonlight.school.nz

STAFF

John Fisher	Principal
Keighley Donaldson	Part Time Teacher
Glenda Heckler	Release Teacher
Rhonda Thomson	Clerical Assistant
Diane Jenkinson	Cleaner

BOARD of TRUSTEES

Jennifer Fleming	Chairperson
Keighley Donaldson	Secretary / Staff Representative
Sharon Sutton	Treasurer
John Fisher	Principal
Robyn Fraser	Parent Rep
Greg Wilson	Parent Rep
Kent Tisdall	Parent Rep

The Board of Trustees has 5 parent or community members elected by the school community every 3 years.

Meetings are generally held on the 3rd Tuesday of each month at 7pm at the school. These meetings are public, and all are welcome to attend.



ABSENCES

Please phone the school before 9am if your child is going to be absent for the day. If an absence is anticipated we appreciate being advised ahead of time, as in such a small school, absences do affect daily programmes.



SCHOOL TIMES

Summer Hours: (Terms 1 and 4).

The school day starts at 9am and ends at 3pm.

Morning break is from 10:40 ~ 11:00am. Lunch is from 12.30 ~ 1.30pm.

Children are asked to be at school no later than 8:55am and no earlier than 8:30am.

Winter Hours: (Terms 2 and 3).

School starts at 9am and ends at 2.45pm.

Morning break is from 10:40 ~ 11:00am.

Lunch is from 12:30 ~ 1.15pm.

Afternoon session is from 1.15pm through until 2.45pm.



BOARD MEETINGS

Board of Trustees meetings are held monthly and are notified in the weekly newsletter. All meetings are open to the public. If parents have matters they wish to discuss at a Board meeting, they should arrange with the Chairperson to have the matter included on the agenda.



ARE OF CHILDREN AT SCHOOL

Please let us know if your child has any medical problems that we should know about, e.g. asthma, epilepsy or specific allergies. In the event of a child becoming ill or having an accident at school, a phone call to a parent or guardian is made promptly to make further arrangements.



DENTAL TREATMENT

Children from the Macraes area travel to Palmerston Primary School for treatment. Appointments are normally arranged between parents and the dental therapist. The school is required to advise the Health authority of new enrolments and transfers from other clinics.




EMERGENCY CLOSURE

In the event of snow or other emergency, the BOT Chairperson, in conjunction with the Principal, will decide whether the school should be closed. All parents will be advised by telephone.




FOOTWEAR

As fitness and sport are an integral part of our daily programme, children will require suitable footwear. In the winter, gumboots are approved outdoor wear, but please send other footwear for children to change into.



Friends of the School

The purpose of this group is to raise funds for the school. Being a small school, all parents are usually involved.



Fun-tastic Fridays

On Friday afternoon's we operate a fun afternoon for 4 year olds at the school.



HEALTH NURSE

The Public Health Nurse from Healthcare Otago in Oamaru, makes regular visits for new entrant health checks, hearing and vision testing and health education. Parents will be notified of visits through our weekly newsletter, and are welcome to discuss any concerns with her.



HOMEWORK

Homework is an important part of our school programme. Junior children will bring home a reading book most nights, and parents are asked to hear or read with children and sign the reading diary. Juniors may have some spelling or maths homework in addition to reading.

From Years 5 to 8, oral reading will hopefully progress into a recreational reading habit. These children are expected to read for *at least* ½ hour each night. Formal homework will include × tables, spelling, language and maths. This will be handed in each Tuesday. Parents are asked to encourage a regular homework time. Please check

that your child is completing the work set. If they have difficulties with any tasks, remind them to discuss these with teachers at school, before the work is due to be handed in.



LIBRARY

The school has a well stocked library. All children are encouraged to develop a recreational reading habit and books are changed every Friday. All children have a library ID number, to enable books to be issued and returned using the school's library programme on the computer. Pre-schoolers are welcome to use this system and borrow books from the library too.



LUNCHESES

Most children bring a cut lunch and a snack for break time. Healthy lunches are encouraged. No sweets, chewing gum or soft drinks are to be brought to school. Food to be warmed should be wrapped in foil and named. Lunches may be ordered from Stanley's Hotel on Friday. Please write the order on the outside of an envelope, along with the child's name and enclose the payment.



NEWSLETTER

A school / community newsletter is published each Friday. Items to be included should be delivered, faxed, phoned or e-mailed to school before 3pm on Thursdays. If you do not receive a copy, please advise the school.



PARENT HELP

Parents in our community have a wide range of skills in sporting, artistic and cultural areas. We are always keen to share your expertise and knowledge. Please do not hesitate to offer. We appreciate the presence of parent helpers in either the junior or senior rooms, especially during our language programme, so please let us know if you have some spare time available.



PHOTOCOPIER

The school photocopier and laminator are available for community use.

Costs are: Photocopying ~ 10c - A4 / 20c - A3
Laminating ~ \$1 - A4 / \$2 - A3



PLAYGROUP

A playgroup for pre-schoolers and their parents meets in the Macraes Pavilion on Wednesdays from 1pm.

Contact person: Sharon Sutton Ph: 465 2449



RE-SCHOOL VISITS

Pre-schoolers are encouraged to make several visits to school in the weeks leading up to their fifth birthday. Parents should contact the school to arrange suitable times and to complete enrolment formalities. Please obtain a birth certificate for your child as it is a legal requirement that we sight this.

PRINCIPAL'S RELEASE

Principal Release days are Wednesday afternoon and Friday.

REPORTS TO PARENTS

Parent-teacher interviews are held twice a year to allow positive two-way communication about children's attitudes and progress. Parents are welcome to discuss these at any time informally. Please ring to arrange a suitable time.

Written reports are made to parents at the end of the second and fourth terms and include information on National Standards.

Do resist the urge to compare your child with others. All children vary considerably in rates of development, depending on their individual needs and strengths.

SUPPORT

Children from this school participate in a range of sports events as part of the East Otago Schools Cluster. These include Kiwi Cricket, Hockey, T Ball, Swimming, Athletics, Netball, Mini-ball, Rugby, Soccer, Gymnastics and Cross Country.

Parents are sometimes asked to provide transport and/or supervision for these activities. Our school physical education programme encourages fitness and participation as well as team-building and 'fair play'.

Children have the opportunity to participate in Netball and Rugby in the East Otago area. Information regarding these is passed on through the school newsletter.



SPORTS UNIFORM

The school has a supply sports shirts in a variety of sizes. These will be issued to children before events. Please return them washed.

Children are asked to supply their own navy shorts or bike pants. The school supplies uniform summer sunhats, which are worn compulsorily during Terms 1 and 4.



STATIONERY

Exercise books, folders, pens, pencils, rulers and erasers are available from the school. Parents may choose to purchase items elsewhere. Please cover new books to keep them tidy and attractive.

Junior children require a reading bag, which may be purchased from the school. A list of stationery requirements for the junior and senior classes is available on request.



SWIMMING POOL

Swimming classes are held daily during Terms 1 and 4. All children are expected to participate in this instruction. Parents

are asked to send a note or phone the school if they wish their child to be excused. Children are advised to supply their own goggles. *Keys:*

Pool keys are available to families and community members at a cost of \$20. A code of conduct is on the pool wall. No smoking please. Primary school children must be accompanied by an adult key holder. The pool cover should be pulled on by the last group to leave the pool each day.



TECHNOLOGY CLASSES

Year 7 and 8 students attend technology classes at East Otago High School on Friday's.