

## Matthew 5:14-16

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# Important Reminders

## **Change of Contact Details**

Please remember to let the Office know if you change your address, email address or contact phone numbers at any time during the year. Parents/caregivers must be able to be contacted at all times in case of illness or an emergency.

## **Absences**

If your child is going to be away from school or late to school for any reason, you must let the school know. There are 3 ways you can do this

Please leave your child's name, room and the reason they are not at school.

1. Use the school app. The details are below (this is our preference)
2. You can email [absences@aidanfield.school.nz](mailto:absences@aidanfield.school.nz).
3. Ring the school absence line (03 338 8153 press 1) before 9:00am

Once your child arrives at school they must come to the office and sign in late on the ipad.

If you know in advance that your child will be away (eg for an appointment), please email [absences@aidanfield.school.nz](mailto:absences@aidanfield.school.nz) or bring a note to the office so we can record this. The Ministry of Education require us to have a reason for any absence.



The school has an app which is used for communication with the parent community. You can use this app to report your child absent as well.

This service will be used for emergency messages to you (with our website still being the main communication point). Just make sure you sign up to alerts when you first download and open the app.

To download the app just search SchoolAppsNZ in the app store, and then enter Aidanfield Christian School to find our School App.





**Aidanfield**  
Christian School

# Who's Who in 2021

**Principal**

Mr Mark Richardson

mark.richardson@aidanfield.school.nz

**Deputy Principal**

Mrs Kaye Lawn

kaye.lawn@aidanfield.school.nz

**Head of Primary School**

Mrs Janice Phillips

janice.phillips@aidanfield.school.nz

**Head of Middle School**

Mrs Teresa Thomson

teresa.thomson@aidanfield.school.nz

## School Office Information

Office Hours	8:30am - 3:30pm during term time The office is closed during the Christmas and term time holidays.	
Telephone	03 338 8153	
Address	2 Nash Road, Aidanfield, Christchurch 8025	
Email	General Enquiries:	office@aidanfield.school.nz
	Enrolment Enquiries:	enrol@aidanfield.school.nz
	Absences:	absences@aidanfield.school.nz
	International Enquiries:	international@aidanfield.school.nz
Website	www.aidanfield.school.nz	
Facebook	Search for "Aidanfield Christian School"	

## Office Staff

**Executive Officer**

Mrs Rhonda Thorpe

Ext 201

rhonda.thorpe@aidanfield.school.nz

**Finance Officer**

Mrs Vickie James

Ext 200

vickie.james@aidanfield.school.nz

**Office Administrator**

Mrs Deb Hoffman

Ext 203

deb.hoffman@aidanfield.school.nz

# Term Dates for 2021

## **Term 1      Monday 3rd February - Friday 16th April**

School is closed on these days   Monday 8th February - Waitangi Day Observed  
Thursday 1st April - Teacher Only Day  
Friday 2nd April - Good Friday  
Monday 5th April - Easter Monday  
Tuesday 6th April - Easter Tuesday

## **Term 2      Monday 3rd May - Friday 9th July**

School is closed                      Monday 7th June - Queens Birthday

## **Term 3      Monday 26th July - Friday 1st October**

## **Term 4      Monday 18th October - Wednesday 15th December**

School closed - Labour Day, Monday 25th October  
School closed - Canterbury Anniversary Day, Friday 12th November

# Bell Times

### **Primary School Bell Times**

School Starts/Morning Class	8.55am - 10.35am
Interval	10.35am - 10.55am
Morning Class	11.45am - 12.30pm
Lunch	12.30pm - 1.30pm
Afternoon Class	1.30pm - 3.00pm

### **Middle School Bell Times**

Whanau Time	8.45am - 8.55am
Period 1	8.55am - 9.45am
Period 2	9.45am - 10.35am
Interval	10.35am - 10.55am
Period 3	10.55am - 11.45am
Period 4	11.45am - 12.35pm
Lunch	12.35pm - 1.15pm
Period 5	1.15pm - 2.10pm
Period 6	2.10pm - 3.00pm

# Whānau Teachers & Support Staff 2021

Principal

Mr Mark Richardson

Deputy Principal

Mrs Kaye Lawn

Head of Primary School (Year 1 to 6)

Mrs Janice Phillips

Head of Middle School (Year 7 to 10)

Mrs Teresa Thomson

## Junior Primary Learning Community Year 1 & 2

**Lead Teacher:** Mrs McAven

**Pastoral Care:** Classroom Teacher

Matai 5	Matai 6	Matai 1	Matai 2	Matai 3
NE/Yr 1	NE/Yr 1	Year 1/2	Year 1/2	Year 1/2
Mrs McAven	Mrs MacGregor	Mr McIntosh	Mrs Sunia	Miss Cox

## Middle Primary Learning Community Year 3 & 4

**Lead Teacher:** Mr Bibby

**Pastoral Care:** Mrs Nasalo

Horoeka 1	Horoeka 3	Kowhai 1
Year 3/4	Year 3/4	Year 3/4
Mrs Glover	Mrs Nasalo	Mr Bibby

## Senior Primary Learning Community Year 5 & 6

**Lead Teacher:** Mrs Burt

**Pastoral Care:** Mrs Nasalo

Kowhai 3	Kowhai 4	Kowhai 6
Year 5/6	Year 5/6	Year 5/6
Mrs Burt	Miss Aldridge	Mr Tay

## Middle School Learning Community Year 7 to 10

**Lead Teacher Year 7/8:** Mrs Hosking

**Pastoral Care Year 7-10:** Mrs Richardson

**Lead Teacher Year 9/10:** Mrs Thomson (HoMS)

Totara 1	Totara 3	Akiraho 4	Akiraho 1	Akiraho 7
Year 78 HO	Year 78 ZO	Year 78 RI	Year 9 WA	Year 10 TN
Mrs Hoskin	Mr Zorn	Mrs Richardson	Mrs Watkins/ Mrs Taylor	Mrs Thomson/ Mrs Lawn

## Other Staff

SENCO	Mrs Kaye Lawn/Mrs Janice Phillips
Guidance Counsellor	Mrs Judith Keir
Reading Recovery	Mrs Isabel Schroeder
ESOL	Mrs Judith Anthony
Sports Coordinator	Mrs Sharyn Fairhall (email: sports@aidanfield.schoo.nz)
International Admin	Mrs Angela Jin (email: int.admin@aidanfield.school.nz)
Library Support	Mrs Fidelia Indrawn (email: library@aidanfield.school.nz)

# A Parent Guide to “What to do if you ..... while at ACS”

## **Are late to school**

Report to the school office and sign in on the ipad.

## **Are ill, or have an accident while at school**

Your child should tell their teacher or the teacher on duty who may then send them to the office. The office staff who are first aid trained will treat them and/or call you if necessary. Children cannot leave school without permission.

## **Are going to be absent**

You must either call the absence line (338 8153 option 1), email [absences@aidanfield.school.nz](mailto:absences@aidanfield.school.nz) or use the school app (as noted on the inside cover of this handbook) before 9:00am. You must state your child's name, room number and a reason for their absence.

## **Have an appointment during school time**

You must inform the teacher first, then go to the school office and sign them out before you leave the school grounds. If you are returning to school you must come back to the office and sign back in on the ipad.

## **Are unable to wear the full school uniform**

Your child will need to report to the Head of School at the start of the school day with a signed note from you (parent/caregiver) to explain why they are unable to wear all uniform items for that day. Your child will need to carry the note and present it to any teacher who asks about their uniform.

## **Lose something**

All personal property must be clearly labelled with your child's name. Check the classroom, cloakroom, your child's bag, and home. If the item is still lost go to the school office and have a look in the lost property bin.

## **Are being bullied or concerned about bullying**

ACS take bullying very seriously and it is important that you report any bullying to a trusted adult in a timely fashion so it can be resolved. This includes observing (bystanders) and cyberbullying. Anyone can report bullying including cyberbullying.

## **Need Help**

See your child's whanau (classroom) teacher first who can advise you who best to talk to if they are unable to help you.



# Aidanfield School Crest

Adoped in 2009 in response to the new school name



Each part of the shield represents an important aspect of our school. The crest tells a story about who we are as a school and what we desire for our pupils.

**The Bible** – the foundation of our school and out of which our curriculum and our understanding of the world around us comes. The tree is rooted in the truths of God’s word.

**The Tree** – represents the story of growing young people as they move through our school and on into their lives. Growth never stops. Wisdom and stature come as each person puts the roots of their lives deep into the word of God. Strong trees come from being well fed.

**The Empty Cross** – tells the story of the sacrifice of Jesus and His resurrection that allows us to both come to God in repentance, seek forgiveness and to stand, by his invitation as sons and daughters of God as forgiven and righteous people.

**The Four Stars** – represents both the stars of the Southern Cross and also our schools four core values; faithfulness, stewardship, integrity and excellence.

**The Pukeko** – points to our place in Christchurch. We are situated close to the headwaters of the Heathcote River and have this waterway on our boundary. The pukeko inhabits the fields of the school. We have reserves on two boundaries of the school which preserves the rural feel to our school in the suburbs of Christchurch.

**The Hill** – indicates that we are close to the Port Hills. It also tells the story of the need to persevere in our journey in learning and in living. Not everything will come easily.

All together our schools aim is that each person (be they staff or pupils) who spends time as part of our school community will ‘grow in wisdom and stature’ and in the knowledge of God.

# What we are about?

## Aim

Our aim is for our pupils to be:

- The recipients of the best in Christian education.
- Compassionate towards the needs of others.
- Determined to live lives of honesty, justice and righteousness.
- Confident in the knowledge that God has His hand on their lives.
- Spiritually aware to be able to see the world and themselves through "their Father's eyes."
- Genuine and enthusiastic about sharing their developing faith in Jesus Christ.
- Confident that they are accepted for who God made them, encompassing all the abilities He has given.

## Mission

The school's mission is to provide quality education based on a biblical Christian worldview enabling each child to fulfil their God-given destiny.

## Vision

Quality learning based on a biblical Christian worldview.

Weaving the threads in Christian community

Biblical - Relational - Transformative

## Values

The school acknowledges that the following values are both currently evident in the work we do as well as being values to work towards in every area of development. These values are:

**Excellence** - Being the best we can be in all aspects of our school and our learning as an expression of worship.

**Faithfulness** - To God, to His word, and His call on our lives to live in Christian community and in service to others.

**Integrity** - Our inward character matches our outward appearance.

**Stewardship** - Of all the resources entrusted to us.

As a Christian school, our special character is foundational to everything we do. As such our expectations in behaviour, learning and belonging to our community is shaped by this moral stance found in scripture. Our relationship with our creator God call us to seek these virtues and principles.



Excellence  
Faithfulness  
Integrity  
Stewardship



# Primary School Learning Model

## GROWING IN WISDOM & STATURE

### CHARACTER



**FAITHFULNESS**  
I am one whose  
word others  
can rely on.

**INTEGRITY**  
My character is  
reflected in my words  
and actions.

**EXCELLENCE**  
I always give my  
best effort.

**STEWARDSHIP**  
I am looking after  
all the gifts God  
has given me.



**BELIEF**  
I am finding out  
about who God is.

**IDENTITY**  
I know who I am.  
I know my gifts  
and talents.

**DISCERNMENT**  
I am learning the difference  
between truth and falsehood,  
right and wrong.

**LEARNING**  
I give my best in everything  
as I explore the world  
and my place in it.

**SERVICE**  
I choose to look out  
for others. I encourage  
and support others.

**RELATING TO OTHERS**  
I love God first. I love others. I am honest.  
I am respectful. I am forgiving.  
I am generous.

**LANGUAGE,  
SYMBOLS AND TEXTS**  
I am accurate, confident  
and clear. I am fluent.

**PARTICIPATING AND  
CONTRIBUTING**  
I work well in a team.  
I use my gifts and talents.

**THINKING**  
I use my imagination.  
I am curious.

**MANAGING SELF**  
I am organised.  
I act appropriately.

### PURPOSE

### LEARNING

## STAND AND BE CONFIDENT



**Aidanfield**  
Christian School



# GROWING IN WISDOM & STATURE

## CHARACTER

My character develops as I make choices about:

### FAITHFULNESS

I am one whose service others may rely on, whose loyalty others may depend on, whose word others can trust.

### INTEGRITY

My character is reflected in my words and actions at all times.

### STEWARDSHIP

I look after and use wisely all the gifts that God has given me.

### EXCELLENCE

I always give my best effort.

### THINKING

I seek God's wisdom and guidance in all aspects of my life.

I use my imagination. I reflect, criticise, solve problems, and am resourceful, curious and discerning.

### PARTICIPATING

#### AND CONTRIBUTING

I put my faith into action by contributing to my family, to ACS, to Christchurch, to New Zealand and to the rest of the world. I work well in a team and I use my gifts and talents to benefit others.

### LANGUAGE, SYMBOLS AND TEXTS

When I express myself I am creative, accurate, coherent, confident, clear, independent and fluent. I can understand what other people communicate to me.

### RELATING TO OTHERS

I love God first and I love others just as much as I love myself. I am honest, loyal, gracious, accountable, respectful, servant hearted, reliable, forgiving and generous.

### MANAGING SELF

I am confident in my relationship with God. I am organised, aware of myself and others, responsible, reliable, accountable and act appropriately. I set goals and I am determined to achieve them.

### IDENTITY

I know who I am and I understand my purpose in the world. I know what my gifts, talents and abilities are and how to develop them. I am confident and I can relate to others.

### BELIEF

I am engaged in the exploration of who God is and my response to that.

### DISCERNMENT

I think critically. I am growing in my awareness of the difference between truth and falsehood, right and wrong. I am learning to apply biblical principles to daily situations.

## PURPOSE

Each day I discover new things about my purpose as I make choices about:

### LEARNING

I give my best in everything as I explore the world and my place in it.

### SERVICE

I am compassionate. I choose to actively look out for, encourage and support others.

## LEARNING

My choices energise and shape my learning. I grow and mature as I make choices about:

# STAND

# AND BE CONFIDENT



Aidanfield  
Christian School



# Biblical Help

Our values are based in what the Bible tells us about living. The Bible also gives us help and answers for any situation we may find ourselves in – all we need to do is look. The school diaries have the following scriptures in them, they may be useful to you now.

Our values are based in what the Bible tells us about living. Here are some great Bible verses for encouragement and to remind us who God is. You may want to learn these by heart.

Psalms 119:114 - You are my refuge and my shield; I have put my hope in your word.

Psalms 37:23-24 - The Lord makes firm the steps of the one who delights in him; though he may stumble, he will not fall, for the Lord upholds him with his hand.

Philippians 1:6 - ...being confident of this, that he who began a good work in you will carry it on to completion until the day of Christ Jesus.

Philippians 4:7 - And the peace of God, which transcends all understanding, will guard your hearts and your minds in Christ Jesus.

1 Timothy 6:12 - Fight the good fight of the faith. Take hold of the eternal life to which you were called when you made your good confession in the presence of many witnesses.

1 John 4:4 - You, dear children, are from God and have overcome them, because the one who is in you is greater than the one who is in the world.

John 3:16 - For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life.

The Bible also gives us help and answers for any difficult situation we may find ourselves in - all we need to do is look. Here is some help to find an answer.

To describe what Jesus has done for us	Romans 3:23-26
When you are sad	John 14
When you are scared	Psalms 27
When you have done wrong	Psalms 51
When you are worried	Matthew 6:19-34
When you are stressed or anxious	Philippians 4:6-7
When God seems far away	Psalms 139
When you are lonely	Psalms 73:23-26
When things are hard	Matthew 11:28-30
When people seem unkind	John 15
When you feel helpless	Philippians 4:12-13
When you need wisdom	James 1:5
When you feel regret	Romans 8:1-4
When you feel God doesn't love you	Romans 8:31-38



# Parental Involvement

The heart of the school is a strong home school partnership. To achieve many of the aspirations that parents have for their child and the school, we need parent help. We are unable to provide various opportunities that many families now expect if we don't have the help of parents to make them happen. Parents are able to get involved with the school and their child's learning in a number of ways:

## **1. Classroom help**

Please ask your child's whanau teacher how you may be able to help in the class room.

## **2. School trips**

Often teachers will ask for parental help on school trips. You will normally be asked on the form which accompanies your child home when there is a school trip.

## **3. Sports coaching**

We have a sports co-ordinator who is always looking for willing parents who can help coach a sports team and accompany them to sports matches during the school day. Please email [sports@acs.aidanfield.school.nz](mailto:sports@acs.aidanfield.school.nz).

## **4. PAACS**

This is Parent Association for Aidanfield Christian School. Throughout the year, parents can get involved with building community and fundraising for the school. This may be: attending or coordinating community events, joining the prayer group, running a stall at the school fair, providing home baking, selling chocolates through Cadbury fundraisers and many other ways. You will have received a form inviting you to become a member of PAACS which will give you voting rights for the PAACS committee. You may even consider joining the PAACS committee. You can contact them on [aidanfieldparents@gmail.com](mailto:aidanfieldparents@gmail.com)

## **5. BOT**

Each school requires a Board of Trustees for the governance of the school. We have board elections every 18 months so if you feel this is something you would like to get involved in, then considering being nominated. Board meetings are held on a Monday evening about every 6 weeks (7 a year).

Please consider your ongoing contribution to the school's functions and remember, it is a ten year journey through the school for each of your children! Often times, parents become less able to help at school as their child grows due to various work commitments. We still need parent involvement in the middle years!

## **6. Parent groups**

There are various parent groups that meet through the year (eg New Entrant parent morning tea, craft group, international parent group). You are invited to get involved in any of these that interest you - either to receive friendship and support - or to give it.

## **7. Technology Year 7 - 10**

ACS passes along Technology charges that Hillmorton charge to each family for Year 7&8 students and Middleton Grange Technology for Year 9 & 10. Each Technology course has different course costs that the



# Useful Information

Most useful information you need can be found on the school website [www.aidanfield.school.nz](http://www.aidanfield.school.nz). The following are key documents you may want to know about:

## **1. School Charter/ Annual Plan**

Each state school is required to have a school charter which is filed with the Ministry of Education and is available to the community. The charter outlines the school purpose, its goals for pupils learning, how it intends to reach those goals and how it went against the previous years goals. Ours is available from the school office or the website.

## **2. Annual Report**

This includes the annual audited accounts of the school. As with the charter, please feel free to request a free copy from the school office or access off the school website.

## **3. Education Review Office report (ERO)**

Our school is regularly audited by the ERO. The latest report is available either from the school office, our website or the ERO website. The report gives an independent comment on the governance, management and effectiveness of the school.

## **4. Board of Trustees**

Our school is governed by a Board of Trustees who meet approximately every six weeks. These meetings are public meetings and the dates are listed on the school calendar. Minutes of the meetings are freely available and a request to the office will get a copy to you.

Details and contact information for the Board are on the website under the 'Who's Who' tab.

## **5. Parent Association of Aidanfield Christian School (PAACS)**

The school has an active group of parents who work to support the heart of the community in our school. They organise events, support and fundraising. Every parent is encouraged to consider how they can contribute to this group.

Details and contact information is available on the school website. You are welcome to email [aidanfieldparents@gmail.com](mailto:aidanfieldparents@gmail.com).

## **6. School Uniform list**

Please visit the school website [www.aidanfield.school.nz](http://www.aidanfield.school.nz) under Parent Information for a current list of the school's uniform and where to buy it from. Our main supplier is Mainland Uniforms. The uniform is compulsory and must be worn as described. The PE shirt is the only uniform item sold at our School Office. Any new student to ACS from Year 5-10 will be issued with a PE shirt which will be charged to your account.

## **7. Newsletters**

We send emails with general information through the weeks. This is sent to your nominated email. Every 5-6 weeks we send a full newsletter to all families. Our newsletters are available on our website as well. Please be vigilant with these as they contain information, times, dates that you will need.

# General Things to Know

## 1. Absences and sickness

It is a legal requirement that all school aged children are at school whenever it is open for instruction unless there is a very good reason. If you are planning on being away then a letter should be sent to the Principal outlining the reason for the planned absence. The school must be able to account for the whereabouts of all its pupils each day it is open for instruction. You can also email any absence to [absences@aidanfield.school.nz](mailto:absences@aidanfield.school.nz) or please download our school app from SchoolAppsNZ and search for Aidanfield Christian School (details on inside front cover of this handbook) which also allows you to report an absence.

It is important for children to learn commitment to work and establishing these habits early has a powerful impact on future learning habits. There must be a very good reason for a child not to be in school.

## 2. Sickness

Sick and unwell children should never be sent to school and the family must have plans in place to deal with the inevitable child sickness. The school does not have facilities nor staff to nurse pupils who come to school ill and neither do other parents want their child ill because another family decided to share the germs. Please have plans in place to ensure sick children are well catered for out of school whenever the occasion arises.

## 3. Children leaving the school premises

If you need to take your child off the school premises for a doctor/dentist appointment, or something similar, you must sign them out at the school office on the ipad.

## 4. Personal Information updates

We need to have accurate contact details for you at all times. We must be able to contact you at any time of the school day. Please keep your details up to date with the school office including an emergency contact number.

## 5. Dental Clinic

The mobile Dental Clinic service visits the school once a year to check pupils in years 0 to 8. Pupils in year 9 upwards are required to enrol with their family dentist and we recommend regular check ups to ensure good dental health.

## 6. Nut free

Our school is a nut free school. This means that there can be no peanut butter sandwiches or any item that clearly has nuts present (ie nut muesli bar etc) – please check packaging carefully and respect the vulnerability of other children in our school. This is one example of where we ask that an individual gives up their 'right' to choose their food and picks up their 'responsibility' to ensure the health and safety of others around them.

## 7. Smoke free policy / alcohol free policy

Aidanfield Christian School is designated a smoke free environment. Smoking is not permitted on the school premises, nor at school activities outside the school (e.g. school trips etc.). The same is true for alcohol.

## 8. Learning a musical instrument

Our itinerant music teacher, Mrs Christine Rudd, offers lessons in piano, guitar, recorder and violin. You will receive a form (at the beginning of the year) from her which can be completed and returned to the office if you are interested. Mr Graham Thomson offers percussion/drum lessons. It is also possible to arrange singing, bass or other lessons on request. We are also able to offer lesson for brass instruments. Please check in with the office for more information on this.

## **9. Assembly**

Assemblies are held weekly on Thursday afternoons. Parents are welcome to join us for these.

## **10. Sun safety**

All pupils are required to wear a sun hat during terms 1 and 4. Children will not be allowed to play outside if they do not wear a sun hat. Please refer to the school uniform on the school website for sun hat requirements.

## **11. Lunch Orders Tuesday/Friday**

You are able to use [www.mykindo.co.nz](http://www.mykindo.co.nz) to order lunch for your child. Sushi is on Tuesdays and subway on Fridays. All ordering and payments are done online. Lunch will then be delivered to the school.

## **12. School Counsellor**

Should your child need to see the school counsellor please either speak with your classroom teacher or make a referral through the dropbox in the office.

## **13. Start of each year forms and permission slips**

At the start of year we ask parents to confirm that the contact details we have are correct. Please let the school office know as soon as there is any change in these. We also ask parents to consider and sign a number of permissions for the year.

- Permission to use any photos taken of their child as either an individual or in a group for various uses (e.g. news letters, year books, promotional material etc) or examples of their work. The school undertakes to only use first names and an age at most – we will not use family names.

- Permission to be off site for education outside the classroom activities that are low risk

## **14. ICT usage contracts for pupils**

It will be important to take note of this form each year as we are developing this area and you will need to be aware of what your child will be able to have access to at school and the responsibilities that go with this.

## **15. Parents/Visitor Sign in at Office**

For Health and Safety reasons, all parents and visitors who are on the school premises during the hours the school is open MUST sign in and out at the office on the ipad which is on the office counter. This is to ensure that there is a record of who is on the school property at any given point in time.

## **16. Locker Usage Contracts - Yr 7-10**

The school provides lockers for pupils in Years 7 to 10. To have access the pupil must sign a locker contract and supply the lock. Pupils are responsible for the safety of their equipment and should use the locker provided.

## **17. In the event of a Lockdown**

The school can be locked for various situations that could be happening within school grounds as well as outside the school. During a lockdown no one is able to enter or leave the school. You will receive communication from the school via the School App, website and email with information as we have it. Note, we do not answer the phones and email during a lockdown.

## **18. In the even of a health related school closure**

During the age of Covid-19 there is always the possibility of a case in our community. If this happens we will receive and follows instruction by the Ministry of Education and the Ministry of Health. Close contacts would have to self isolate the school would be closed for a minimum of 72 hours. If we are needing to close for longer than this then the online learning programme will take affect. As always, the school will keep you fully informed with information during this time.

# Strong Family Foundations

Parents (both mum and dad) have a significant bearing on how a child interacts with the world and others around them. It is never too late to become very intentional in the way you relate to your child or to continue to extend them as they grow older.

The early years are about laying foundations that will uphold your life as a family together. Some ideas that contribute to these foundations and support schooling include:

- having strong family routines in the times that count (eg. weekday bedtimes, meal times, waking times)
- reading a vast number of picture books and stories and even appropriate chapter books to your child every day
- having a habit of strong and positive conversation in the home. This should include asking lots of questions of your child about what they see, hear, think and do and chatting with them about their answers
- having family meal times where everyone is around the dinner table each day and the TV is off
- praying as a family and reading from the scriptures daily
- having clear and fair discipline expectations that each parent supports and continually upholds. All children feel safer in clearly defined guidelines
- playing together as a family often. Laughter and fun build strong bonds

Family life is a journey over many years and having solid foundations right from the start can help to build a strong and robust family unit. These foundations need to be carefully considered and faithfully nurtured along the journey. A simple thing like having meals together helps to tell your child/ren that you have time for them and they need to have time for you. The school years are a part of the journey together but are by no means the complete journey!





# Starting School

## **Parking**

It should be noted that children are NOT allowed to be dropped off by the driveway near Matai block. This is the staff car entrance and is a dangerous place for pupils to be dropped off or picked up. There is ample car parking in the car park in front of the school or you can use the "Kiss and Go" zone where you pause in your car to let your child get out/get in the car. The "Kiss and Go" zone is NOT a parking zone. If you want to take your child to settle them into class then please use the carpark. We encourage walking to school. If you drive, consider parking along one of the side streets and walking. This is great exercise and reduces traffic congestion. It is easily as driving into the school.

## **End of the school day**

Please ensure your child is always picked up no later than 3:15. Supervision at the pick-up point ceases at 3:15 and staff are often involved with meetings and planning after this time.

## **Sickness**

Always keep your child at home if they are ill or appear to be getting ill. This stops the spread of bugs and disruptions to other families. The school is not a hospital and we do not have the facilities to look after sick children who should be at home. If your child is not coming to school, please ring the school absence line the morning on 338 8153 (option 1) before 9:00am and leave a message. You can also email [absences@aidanfield.school.nz](mailto:absences@aidanfield.school.nz) or use the school app.

## **Nutrition**

Good nutritious school lunches are vital for good learning and interaction. Please consider carefully the content of the school lunch.

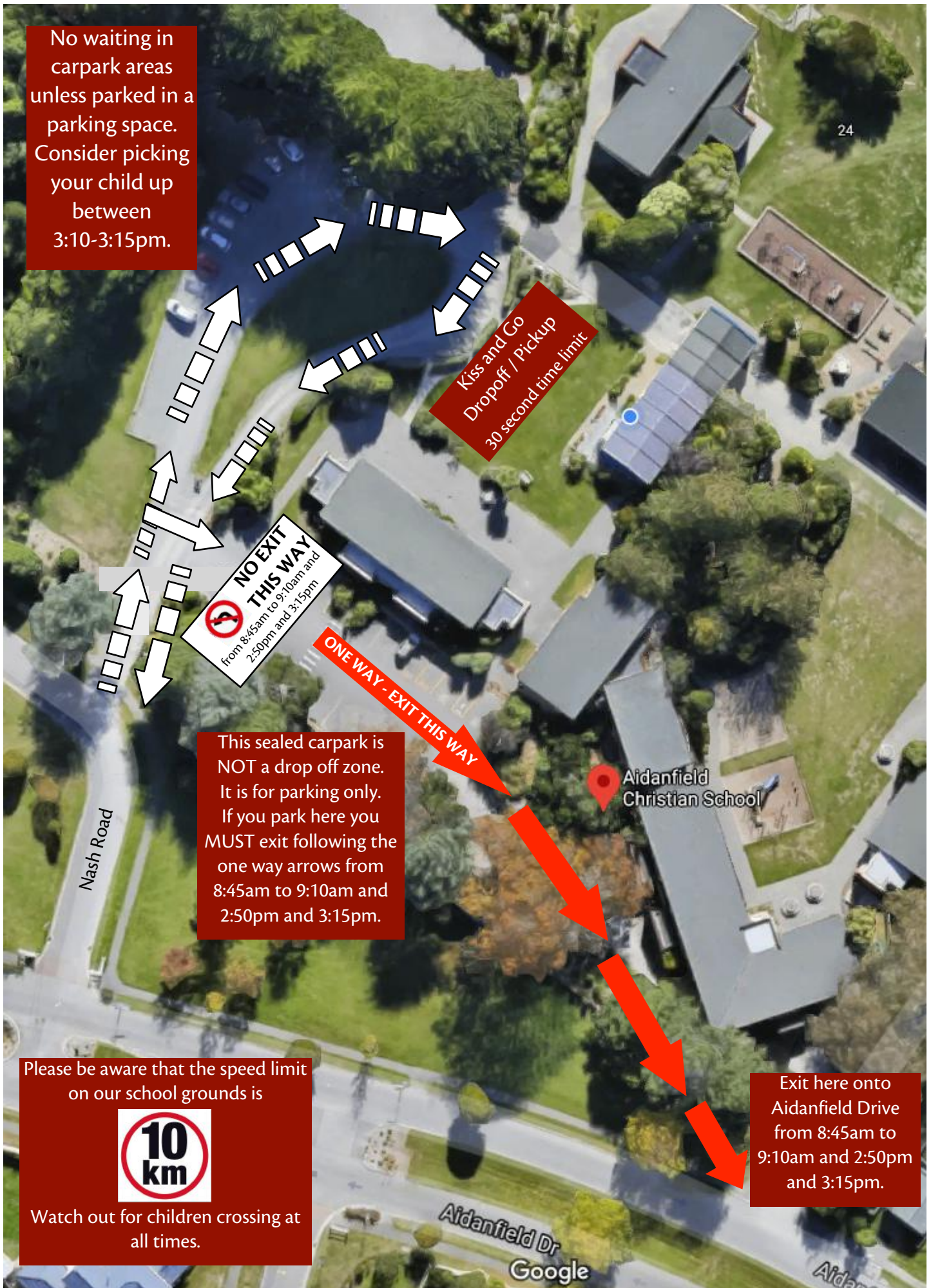
There are numerous websites that give excellent advice on school lunches. One to try would be [www.kidspot.co.nz](http://www.kidspot.co.nz).

Please be careful about the amount of food you give your child – not too much as it takes some children (particularly new entrants) a long time to eat.

Children should not be bringing lollies or fizzy drinks to school.

A water bottle is a helpful addition to a lunch box and can be kept on desks in the classroom. Please no juice in bottles inside a classroom.

# How to use our carpark

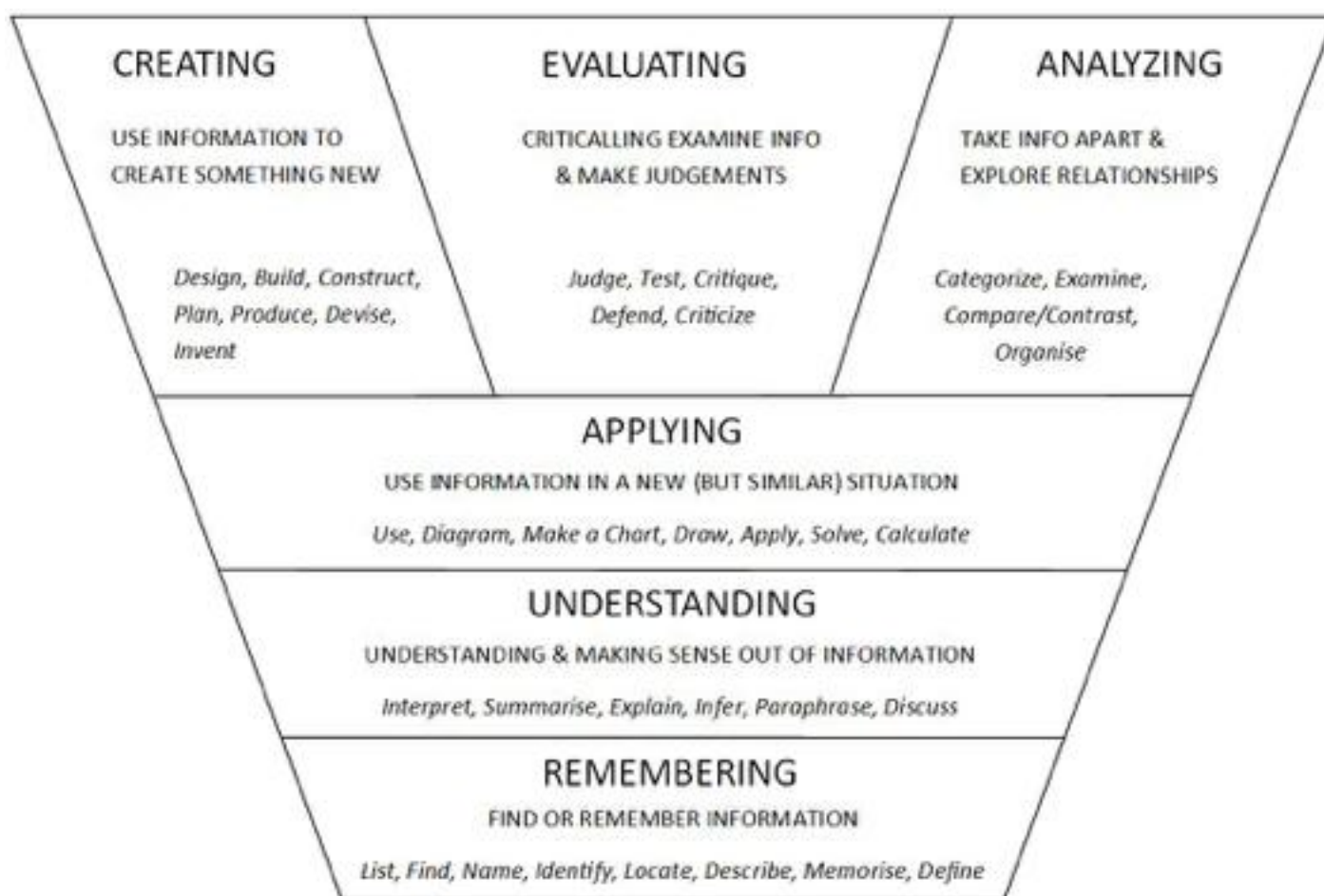


# General information to help the depth of learning

This information is useful as children get older.

School is fundamentally about teaching children to think well. The following structure is one way of understanding how to encourage a depth of thinking in children. The easiest thing to do is usually to concentrate on talking about facts. It is a deeper skill to be able to evaluate an idea and apply it into differing situations. Having an idea about these levels may be useful in your developing conversations with your children. For example, if they can tell you the facts about an idea change your questions to see if they can analyse the idea or information or perhaps figure out how to apply it. This can make for fascinating conversations!

## Bloom's Revised Taxonomy



We use this framework as a guide to understanding what type of thinking each task is asking pupils to do. There are other models that will be referred to from time to time. You can see that we do a lot more than 'gather knowledge'. Our goal is for our pupils to use this knowledge in various ways.



# Research Skills

## Source Details and Bibliographies

Copying words or ideas from someone else without giving credit is called plagiarism. In both research and presentation, it is important to record source details in order to show where you have collected your evidence from.

In research, each new source should have the source details identified. A bibliography is derived from the source details recorded during research.

## Recording Source Details

The purpose of recording source details is to provide sufficient details to enable other people to find the source if they had to.

1. For a published written source, the convention is:

author's family name/surname

author's given name/Christian name or initials

title (underlined if handwritten, italicised if word-processed)

publisher

date of publication (look for the copyright symbol © on the publisher's page)

Here is an example of correct recording of source details.

Wood John, Vietnam and the Indo-China Conflict, Macmillan, 1990

2. Articles written in magazines or books can be acknowledged in a similar way, except the title of the article is written in inverted commas before the title of the magazine or book. Here is an example.

Kearney Hugh F. "Puritanism, Capitalism and the Scientific Revolution" in Past and Present, Vol. 8, 1972.

3. Internet sources should include details of the author, title of the article, the site's address or URL and the date the site was accessed. Here is an example:

J. Sri Raman, Children Die in an Outsourcing Boom, <http://www.scoop.co.nz/stories/HL0808/S00336.htm>  
27/08/2008

4. Details of evidence taken from CD-Roms should be recorded in a similar fashion.

## Bibliographies

A bibliography is an organised list of sources that were used in research and preparation of a written essay or assignment.

For school assignments, bibliographies can be divided into two main categories

- published sources

electronic sources (including CD-Roms and Internet material)

1 *Published sources*

1. Sources should be organised according to alphabetical order of author's surname.

Recording of source details should follow the guidelines described in Points 1 and 2 in the previous section.

1 *Electronic sources*

1. There should be separate sections for CD-Roms and Internet sources.



# Homework

## A Framework for Homework

Homework will look different at different levels of the school. The research shows that older children who spend more time on homework generally do better in school and these academic benefits increase as children move into the senior college years.

The most effective homework is work that parents take an interest in. Recent research found that well designed interactive homework that engaged parents in assisting their children with their learning had a large positive effect on the achievement of pupils. In Year 4, 5 & 6 primary school, homework is termed 'home learning'

## What's The Right Amount?

As a guide:

Year 4 & Year 6 - up to 30 minutes per night, to include: basic facts, reading, spelling and scripture work, push play.

Year 7 & Year 8 - 40 to 60 minutes each night

Year 9 & Year 10 - 40 - 60 minutes each night

Years 4 to 6 have a voluntary homework component the class teachers will explain as required. and is focused on the four values: excellence; faithfulness; integrity; and stewardship.

## How Parents Can Help With Homework

Show you value education and homework. You are a reference, support and encourager.

## Set a Regular Time

The best schedule is one that fits your child and your family.

## Pick A Place

A good study area should have lots of light, be fairly quiet, and away from distractions.

## Remove Distractions

Your child needs to be able to concentrate, which may mean turning off the television and turning down the music. This will vary between individuals, but definitely discourage social telephone calls, texting and social media interactions such as Facebook.

## Set a Good Example

Show your child that the skills they are learning are an important part of the things adults do. Be involved, appropriately. Model the expected behaviour e.g. reading.

Monitor assignments and tasks, encourage your child to clarify by talking through assignments and due dates. Ask to see their homework diary to see if they are recording homework details and sign this at least once a week. Use an agenda planner to schedule important dates. Help your child to avoid plagiarism by giving them practice putting information into their own words. Do not do the homework for your child.

## When to Contact the Teacher?

- Your child refuses to do homework despite your best efforts to prod and encourage.
- Instructions are unclear.
- You can't provide the needed supplies or materials.
- The work is often too hard or too easy.
- Homework is assigned in uneven amounts (e.g. none on Mon, Tue, Wed, but a lot on Thursday with a short due by date)
- Your child has missed school and needs catch up work.
- An unexpected complication has arisen.

## How to Contact the Teacher?

- A note explaining the problem is usually sufficient.
- A phone call to school.
- Leave a message or ask for an appointment.
- Email the teacher at school (this is the best way)

# School Reporting

The reports on your child's progress at school should never contain surprises for you! They should be a summary and collation of things that have already been talked about in a range of different ways through the year.

## **New Entrant students**

Information discussions with parents are held in the pre-entry week.

The key focus is you telling the teacher about your child. You can tell the new teacher key things they need to know about your child. You may also refer to the previous years report to help the continuity of the learning journey.

A chance to establish strong links with the teacher and learn how their class routines will work.

## **Year 3 to 10 students**

### **February      Informal discussions at the parent teacher Picnic**

The key focus is you telling the teacher about your child. You can tell the new teacher key things they need to know about your child. You may also refer to the previous years report to help the continuity of the learning journey.

Through the first part of term one teachers will do assessments to confirm start of year learning levels.

### **April              Brief Report**

A brief report with start of year assessment information and a written comment from the relevant teacher will be sent home.

### **July                Three Way Conferences**

Three way conferences with teacher, parent and child are held in July. There will no written report but a chance to talk face to face with your child's teacher.

### **December      Full Report**

At the end of the year you will receive a full written report summarising the years learning journey. This will also include the level that your child is working at against the expected level for the year and what the next steps are for them to progress.

Any parent can at any time request a time to see the teacher if they have concerns, questions or encouragements. Regular and informal conversations between you and your child's teacher should be a regular part of your life at school. Please feel free to take the initiative in this regard.

We do ask that if you have an issue that needs discussion, you make a time so that the teacher can block out quality time to be able to talk with you. Teaching staff have multiple roles and responsibilities once the children have left school and it is not always possible to spend useful time with a parent on the spur of the moment.

### **When considering your child's progress**

To understand clearly how your child is going you will need to consider all the information in a report or profile together and not focus on one aspect only (e.g. just test scores). For instance, an end of year test compared to a start of year score might suggest that no progress has been made but the teacher may make comments about the progress that has been seen from day to day. These comments are as important as the test scores. The tests we do are snap shots of a child's achievement at a particular point of time. A test score can be affected by many different things – even a late night the day before can impact on how a child goes. Each teacher watches each child daily and may indicate that, actually, their work through the year shows very good progress. The opposite may be true as well!

### **Curriculum Levels**

The New Zealand curriculum is based on bands of learning called levels. These describe the level of learning that should be achievable by a child working within the level. A single level can spread over a year and a half to two years of schooling.

Each age group has an 'expected' level at which they work e.g. year 7 and 8 are expected to be working 'on average' at top end of Level 3 and into Level 4 of the curriculum. However, some pupils in year 7 or 8 may be working at Level 2 (below expectations) in some subjects (say English) and level 5 (above expectations) in other subjects (maybe Mathematics).

Within each level there are three 'sublevels'. The three sublevels are:

- A Advanced – extensive control of the characteristic but not yet described by next level up.
- P Proficient – satisfactory control of the characteristics listed.
- B Basic – rudimentary control of indicators at the level.

So, your child will get a level e.g. 3B which means working at Level three of the curriculum and at a Basic understand within that level. If they are in year 2 this is outstanding! If they are in Year 8 then they are behind the rest of the pack!

### **English for Speakers of other Languages and OTJ's**

If your child has taken part in English for Speakers of Other Language programmes, they will receive an additional report in language areas (ELLP report). They will not have an OTJ for English but their report will give you comprehensive results as to how they are progressing, both within their ESOL classes and in classroom language programmes of work.

### **Character Comments**

The personal qualities section of the report will report on how each teacher assesses your child to be developing in the aspects of character that we are working to see in each individual. These include organisation, positive participation and respect for others. Commendations awarded by each teacher also commend pupils for qualities such as wisdom, respect, responsibility and servanthood.

# Expectations for Pupils at Aidanfield Christian School

## Behaviour Expectations

The school and its community has a huge expectation for Godly behaviour from both pupils, parents and staff. All in the school community are encouraged to be practicing Godly love, grace, respect, faithfulness, excellence, integrity, stewardship, forgiveness and acceptance.

## Car Park

Primary pupils are not to walk unaccompanied through any car park because of the danger from being hit by a car reversing out of a park. Pupils are to use the footpaths or crossing points provided. The 'kiss and go' zone is just that, so please make sure your parents don't park and leave their vehicle there.

## Cell Phones

Cell phones that are brought to school must be turned off and out of sight OR used only under the direction of the teacher. This includes interval and lunchtimes. If seen or heard, they will be confiscated by staff and taken to the Head of School. Pupils may only use their cell phones after school once the bell has gone. Pupils are expected to respect the privacy of others. Photos and video clips must only be taken with the permission of those whose images appear in the file.

There is to be no circulating either within the school or on social media platforms of any sort, any photo, video or recording of any pupils, parents, staff members or volunteers.

## Chewing Gum

Chewing gum is not allowed at school at any time.

## Class Attendance

It is a legal requirement for pupils to attend school. Pupils must attend all timetabled classes. Refer to "leave" guidelines for special circumstances.

## Computer Use

A 'Computer Use' contract is issued at the beginning of the school year. It must be returned to your teacher. Computers and similar technologies are for school use only. Children will be held responsible for any unacceptable usage or damage occurring from the use of their login account. Pupils must not give their passwords to other pupils. In the first three years of school the class will have a login. Personal passwords will start from Year 5 upwards. An Acceptable Use Policy form must be signed by the parents and the pupil before any school owned device is used or taken home.

## Confiscated Items

All pupils are expected to respect the school's requests regarding unsuitable items at school. Where a pupil chooses not to, these items may be confiscated. Below is a table which applies to any confiscated item and it's return to the item's owner.

1 <sup>st</sup> time confiscated	Collect at end of school day
2 <sup>nd</sup> time and subsequent confiscations	Parents are to collect any confiscated item from the Head of School

## Cycling/Scooters etc

Pupils who cycle to school must wear approved safety helmets. Appropriate safety gear is also recommended for scooters. Pupils must come to school in their school uniform or approved shorts or track pants. Approved rain gear is allowed over the uniform. Cycles must be locked on the school grounds. No pupils should touch bicycles/scooters/skateboards except their own and only to arrive or leave the school site. These areas are out of bounds during the school day. Bikes/scooters/skateboards must be walked within the school grounds.

## Emergency Procedures

In the case of fire or any other emergency, the alarm signal will be a ringing of bells and verbal instructions to leave the building. If this occurs, you will leave the building immediately in an orderly manner under the supervision of teachers and assemble in the area allocated. If the bell sounds like a siren and continues to ring this indicates a lock down.

Fire alarms and fire prevention equipment must not be touched except in an emergency. Pupils will be familiarised with the procedures during the first week of school.



## **Feedback to Parents on their Child**

There are many ways the school and parents communicate to each other about their child's progress. Parent interviews and reporting is one way teachers provide feedback to parents and pupils about progress at school. The current cycle of reporting is:

- Start of Term 1 Parent/Teacher interview/meeting.
- End of Term 1 Assessment data summary report.
- End of Term 2 Three Way Conference evenings/ Parent Interviews
- End of Term 4 Formal reports issued

## **Food**

Food may not be eaten in class. Bottled water is allowed in classrooms. Microwaves may be available (during Term 2 & 3) at school for heating food. We are a nut free school so there can be no peanut butter sandwiches or any item that clearly has nuts present (ie nut muesli bar) brought to school.

## **General Appearance**

- Pupils are to be clean and tidy, and dressed in accordance with the Uniform List.
- Footwear is required to be worn outside when moving around the school. In the summer terms, when the field is dry, pupils may play on the back fields in bare feet, at their own risk.
- Non-regulation shirts/blouses are not permissible. Any garments worn under the white shirt/blouse should be white and not visible in any way.
- In the Primary School, polar fleeces/jackets are not to be worn in class. In Years 7 & 8, pupils may choose to wear their polar fleece/jacket in class if they are wearing their school jersey/cardigan underneath. In Year 9/10, jackets may be worn inside at the teacher's discretion. Puffer jackets are not to be worn in any classes.
- All uniform items should be clearly and securely named with owner's family name.
- Pupils representing the school at events outside the school are expected to wear the full uniform correctly.

## **Hair**

Hair must be neat, clean and tidy. Hair is to be kept off the face, clear of the eyes and tied back if below the collar. Plain ties and plain clips in red, green, black or white only may be worn. Unacceptable hairstyles as defined by the Senior Lead Team (e.g. dreads, unnatural hair colours) are not acceptable. If in doubt, talk to the Head of School before having a change of hairstyle. Boys are to be clean-shaven.

## **Homework**

Pupils are expected to spend time each evening on homework. This may be nightly subject work, revision, studying for assessments or working on research projects. Parental interest is essential to establish good work habits and develop independence. Parents need to help pupils achieve a healthy balance between their school commitments and extra curricular activities.

## **iPods, Electronic Games, Personal Electronic Devices**

iPods, electronic games or other personal electronic devices such as cell phones should not be seen at school at anytime. If seen, they will be confiscated by staff and handed to the school office for safekeeping. The school takes no responsibility for these items should they be brought to school. See the note on Confiscated Items.

## **International Students**

International students are part of the ACS whanau and will find the same rules apply to them as domestic students.

## **Jewellery**

No jewellery/adornments are to be worn with school uniform. Girls may wear one pair of plain silver/gold studs in the lower earlobe. There are to be no band aids to cover rings/studs. If you wish to wear jewellery of personal, family, cultural or spiritual significance your parents will need to gain permission, each year, by applying in writing to the Deputy Principal. Please see the note on Confiscated Items.

## **Leave**

Appointments should be scheduled out of school hours where possible. Where this proves impossible or pupils are seeking to be excused from some activity such as sport, pupils are to bring a note from their parent. After showing the teacher, pupils must sign out at the school office before leaving the school grounds.

**Library**

Pupils are encouraged to use the school library for research and are able to borrow a number of books. If these are misplaced or badly damaged, parents may be charged the replacement cost.

**Lockers**

Pupils in Years 7-10 have the opportunity to apply for a locker. This is because they move from room to room for each subject. Pupils must use their locker in accordance with the signed locker contract. Pupils may only access lockers before/after school and at morning tea and lunch time.

**Lost Property**

Please avoid losing property by naming all clothing and books. Please make sure you check the lost property bin outside the office.

**Makeup**

Primary pupils will be asked to remove all makeup. In Middle School, subtle (natural looking) makeup may be worn, at the discretion of the Head of Middle School. Coloured nail varnish is not to be worn.

**Medication at School**

Pupils with medication needs (including Panadol and Nurofen), must leave the medication at the school office with a letter of permission from the parent or caregiver explaining the distribution during school hours. A letter of permission for dispensing Panadol must also be given to the office or phone contact must be made with a parent before dispensing of the medication is permitted.

**Money at School**

Money brought to school must be kept secure. Pupils may leave money at the school office for safe keeping. Most school trip activity fees will be charged to your school account via the permission slip. Having large amounts of money at school is unnecessary and increases the risk of loss or theft.

**Movement to and from School**

The school will take responsibility for care of pupils from when it opens at 8:30 am until 3:15 pm. Where pupils are not picked up by a parent they should travel straight home after school.

The behaviour and appearance of pupils in public is of the school's concern. The complete school uniform is to be worn on the street. Any exceptions require special permission. In the interest of pupil safety all road rules must be obeyed.

**Parent Evenings**

The school will have various evenings throughout the year. Parents are encouraged to attend these evenings and partner with us.

**Personal Property**

*Personal responsibility* – Pupils must take personal responsibility for their own belongings. Pupils need to take time to make sure that they have the right things with them for lessons and other activities. Pupils get more benefit from school if they are well organised.

*Naming* – all their personal property must be clearly labelled with their own name. This includes all clothing, books, sports gear, cycle helmets, bags and anything else they bring with them.

*Borrowing* – other people's belongings are not to be borrowed without their permission.

*Valuables* – the school will not take responsibility for these. Pupils are advised not to bring valuable possessions to school.

**Privacy**

Pupils are expected to respect the privacy of others at all times. Photos and video clips must only be taken with the permission of all those whose images appear in the file.

There is to be no circulating either within the school or on social media platforms of any sort, any photo, video or recording of any pupils or staff member.

## **Property**

Any damage to school property must be reported immediately to the Principal. Careless or irresponsible behaviour will result in payment of all or part of the costs involved.

## **Pupil Well Being**

*Safety* - pupils are encouraged to play actively and safely at break time. Physical contact (play fighting, pushing, shoving or wrestling) is prohibited so that everyone remains safe.

*Relationships* - there is to be no physical contact between boys and girls. The school discourages relationships between members of the pupil group as this can adversely affect the dynamics for learning. Where a natural interest develops it must be conducted so as not be conspicuous or exclusive in any way.

*Smoking* is not permitted on the school premises at any time. Pupils are also not permitted to have cigarettes at school. Smoking (in any form) at any time in School uniform (within or outside of the school grounds) is not permitted. The possession of any such item is also forbidden on school sports trips and all other outside school trips and activities or when in school uniform within or outside of the school grounds.

*Alcoholic liquor and illegal drugs* are not permitted on the school premises at any time. The possession or consumption of alcohol/drugs is forbidden on school sports trips and all other outside school trips and activities. The possession or consumption of alcohol/drugs (in any form) at any time in school uniform (within or outside of the school grounds) is not permitted.

*Fireworks and dangerous items* are not permitted at any time on the school grounds (this includes any form of weapons) without the expressed written permission of the Board of Trustees. The possession of any such item is also forbidden on school sports trips and all other outside school trips and activities or when in school uniform within or outside of the school grounds.

## **School Website**

The school website is [www.aidanfield.school.nz](http://www.aidanfield.school.nz) and provides a number of links to other parts of the school and useful information and displays of activities within the school.

## **Sickness**

If a pupil feels unwell at school he/she must report to the sick bay. If leaving a timetabled class permission must be given by the class teacher. The School Office will contact parents/caregivers.

Accidents involving injury must be reported to the School Office.

If medical attention is required beyond School the parents will be consulted.

## **Skateboards/Scooters**

Skateboards, scooters, roller blades, ripsticks, etc are not to be used on the school site after hours and only under the direct supervision of an adult during the school day.

## **Transport**

Parents are asked to use the 'Kiss and Go' zone for quick drop offs and do so by moving as far forward as possible. Longer stay drop offs should use the main car park at the front of the school. If parking on the road, all care must be taken to ensure the safety of pupils. All road rules are expected to be followed. Please respect our neighbours driveways and grass verges.

## **Uniform/PE Uniform**

Full details of uniform requirements are available at:

<http://www.aidanfield.school.nz/WebSpace/151/>

Pupils in year 5 and above are required to wear the PE uniform for all PE and sport times and have changing facilities at school.

Non regulation items will be confiscated. Please see note on Confiscated Items.



## Aidanfield Christian School

2 Nash Road, Aidanfield, Christchurch 8025

Phone: 338 8153

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