



Aidanfield Christian School
Parent Handbook
2023

Table of Contents

School Office Contact Details	4
2023 Term Dates.....	4
Bell Times	4
Whānau Teachers & Support Staff 2023.....	5
Other Staff.....	5
What We Are About?.....	6
Vision.....	6
Mission	6
Values.....	6
Aim.....	6
Aidanfield School Crest	6
Primary School Learning Model	7
Middle School Learning Model.....	8
Quick Answers	9
"What to do if you ... while at ACS"	9
Consider This.....	10
Parental Involvement.....	11
Useful Information.....	12
General Things to Know	13
Donations	16
Strong Family Foundations	17
Carpark Usage and Legal Requirements for Child Restraints	18
General Information to Help the Depth of Learning.....	19
Homework.....	20
Homework Challenges (Years 4 – 10).....	20
Rui Challenge (Year 7 – 10).....	20
Ahu Challenge (Year 5 & 6).....	20
School Reporting.....	22
Curriculum Levels.....	23
English for Speakers of other Languages and OTJ's	23
Character Comments.....	23
Expectations for Pupils at Aidanfield Christian School	24

School Office Contact Details

Office Hours	8:30am – 3:30pm during term time (The office is closed during the Christmas and term holiday breaks)		
Telephone	03 338 8153		
Address	2 Nash Road, Aidanfield, Christchurch 8025		
Email	General enquiries:	office@aidanfield.school.nz	
	Enrolment enquiries:	enrol@aidanfield.school.nz	
	Reporting absences/lateness:	absences@aidanfield.school.nz	
Website	www.aidanfield.school.nz		
School App	Download at https://aidanfield.apps.school.nz/install/		
Office Staff	Principal’s PA	Deb Hoffman	deb.hoffman@aidanfield.school.nz
	Finance Officer	Vickie James	vickie.james@aidanfield.school.nz
	Absences Administration	Deborah Swan	deborah.swan@aidanfield.school.nz

2023 Term Dates

Term 1 Thursday 2 February – Thursday 6 April

Monday 6 February	Waitangi Day (School Closed)
20-22 February	Middle School Camp
School Holidays:	7 April to Sunday 23 April (includes Easter Weekend)

Term 2 Monday 24 April – Friday 30 June

Tuesday 25 April	Anzac Day (School Closed)
Monday 5 June	King's Birthday (School Closed)
29 June	(TBC) Teacher Only Day (School Closed)
30 June	Teacher Only Day (School Closed)
School Holidays:	Saturday 1 July to Sunday 16 July (includes Matariki)

Term 3 Monday 17 July – Friday 22 September

School Holidays:	23 September to Sunday 8 October
------------------	----------------------------------

Term 4 Monday 9 October – Friday 15 December

Monday 23 October	Labour Day (School Closed)
Friday 17 November	Canterbury Anniversary Day (School Closed)

Bell Times

Primary School Bell Times

School Starts/Morning Class	8:55am	-	10:35am
Interval	10:35am	-	10:55am
Morning Class	10:55am	-	12:35pm
Lunch	12:35pm	-	1:30pm
Afternoon Class	1:30pm	-	3:00pm

Middle School Bell Times

Whanau Time	8:40am	-	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 2023

Information is correct at time of printing and may change at any time.

Principal	Mr Mark Richardson	mark.richardson@aidanfield.school.nz
Deputy Principal	Mrs Kaye Lawn	kaye.lawn@aidanfield.school.nz
Head of Middle School	Mrs Teresa Thomson	teresa.thomson@aidanfield.school.nz
Head of Primary School	Mrs Janice Phillips	janice.phillips@aidanfield.school.nz

Junior Primary Learning Community Year 1 & 2

Lead Teacher: Nikki McAven

Pastoral Care: Issie Campbell

Matai 5	Matai 6	Matai 1	Matai 2	Matai 3
NE/Year 1	NE/Year 1	Year 1/2	Year 1/2	Year 1/2
Nikki McAven	Maria Couper	Lyndon McIntosh	Hannah McKinnon	Renee Falconer

Middle Primary Learning Community Year 3 & 4

Lead Teacher: Andy Bibby

Pastoral Care: Issie Campbell

Horoeaka 1	Horoeaka 3	Kowhai 1
Year 3/4	Year 3/4	Year 3/4
Karly Ryder	Issie Campbell	Andy Bibby

Senior Primary Learning Community Year 5 & 6

Lead Teacher: Sharon Burt

Pastoral Care: Issie Campbell

Kowhai 3	Kowhai 4	Kowhai 6
Year 5/6	Year 5/6	Year 5/6
Sharon Burt	Carron Aldridge	Mrs Sandra Kennedy

Middle School Learning Community Year 7 & 10

Lead Teacher 7/8: Colleen Hoskin

Pastoral Care: Ruth Richardson

Lead Teacher 9/10: Teresa Thomson

Totara 1	Totara 3	Akiraho 4	Akiraho 1	Akiraho 2	Akiraho 6	Akiraho 7
Year 7/8HO	Year 7/8TY	Year 7/8RI	Year 9TA	Year 9WA	Year 10LW	Year 10TN
Colleen Hoskin	Elijah Tay	Ruth Richardson	Sharlyn Taylor	Debbie Watkins	Kaye Lawn	Teresa Thomson

Other Staff

SENCO	Mrs Kaye Lawn/Mrs Janice Phillips	Sports Coordinator	Mrs Sharyn Fairhall (email: sports@aidanfield.school.nz)
ESOL	Mrs Judith Anthony	Library Teacher	Eunjin Kim (email: library@aidanfield.school.nz)
Science Teacher	Mrs Colleen Willard	Chinese/Maths	Mrs Flora Tie
International Admin	Mrs Angela Jin (email: int.admin@aidanfield.school.nz)	Te Reo Māori Teacher	Mrs Joelle Nareki
Guidance Counsellor	Mrs Judith Keir	Reading Recovery	Mrs Isabel Schroeder
PE/Health/Social Studies teacher / Teacher in charge of sport	Sharlyn Taylor	Social Studies / English Teacher	Elizabeth Cameron

What We Are About?

Vision

Quality learning based on a biblical Christian worldview.

Weaving the threads in Christian community

Biblical - Relational - Transformative

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.

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: Working to ensure that our inward character matches our outward appearance.

Stewardship: Using with wisdom all of the resources entrusted to us.

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.

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 calls us to seek these virtues and principles.

Aidanfield School Crest

Adopted 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.



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.

LEARNING

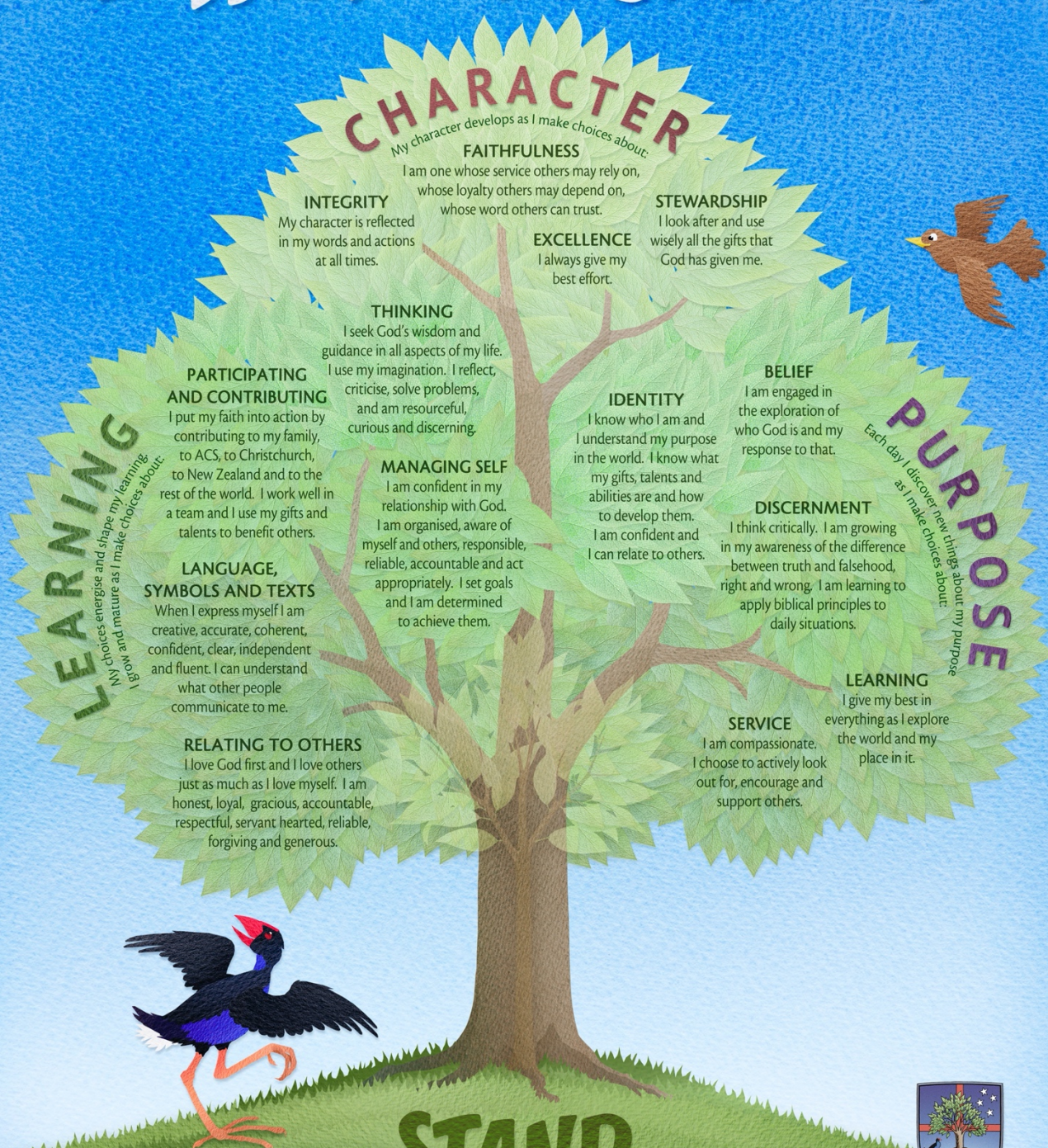
PURPOSE

STAND AND BE CONFIDENT



Aidanfield
Christian School

GROWING IN WISDOM & STATURE



**STAND
AND BE CONFIDENT**



Aidanfield
Christian School

Quick Answers

“What to do if you ... while at ACS”

Are late to school	Sign in on an iPad in your block.
Are sick while at school	Go to the school office with a note from your teacher. The office staff will decide what needs to be done. Do not leave school without permission.
Are going to be absent or are sick	Please get your parents/caregivers to call the school absence line (338 8153 option 1), email absences@aidanfield.school.nz or use the school app.
Have an appointment during school time	Please get your parents/caregivers to email absences@aidanfield.school.nz or advise through the School App. Have a note signed by your parent/caregiver. Show this note to the teacher before you leave the room. You must be signed out on the iPad in the office by a parent/caregiver before you leave school grounds.
Need to be out of class during school time (e.g. meeting, counselling, music lesson, Kapa Haka)	If it is the start of a period, see the class teacher first to excuse yourself. If returning late to class, make sure you sign in late at the office on the iPad before going back to class.
Are unable to wear the full school uniform	Report to your whanau teacher at the start of the school day with a signed note from your parent/caregiver explaining why you are unable to wear all the uniform items for that day. You will be added to the exemptions list for other staff to see.
Lose something	All your personal property must be clearly labelled with your own name. Check your classroom, cloak room and bag and at home again first. If the item is still lost go to the lost property at the office.
Need first aid or teacher assistance	Report to the classroom or duty teacher first, then the school office.
Are being bullied or concerned about bullying	ACS takes 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.
Need to see someone for help with a personal issue	You should talk to your whānau teacher who help guide you. Middle School pupils also have the option of self-referring to the counsellor, via the forms/box in the office.
Don't forget	Cough and sneeze into your elbow always Wash your hands often – sanitise going into each room Stay home if you are unwell

Consider This

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.

Psalm 119:114

You are my refuge and my shield; I have put my hope in your word.

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

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 the 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 whānau teacher how you may be able to help in the classroom.

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.

4. PAACS

This is the 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

5. School Board

Each school requires a Board 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 (e.g. New Entrant parent morning tea, craft group, multicultural 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.

Useful Information

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

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 year's goals. Ours is available from the school office or the website.

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.

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.

School Board

Our school is governed by a Board 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.

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.

School Uniform List

Please visit the school website 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.

Newsletters

We send general information to parents via email. These are 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.

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 respective schools ask parents to cover as part of the Technology they provide. Please be aware that these costs will be added to your account during the year as we are made aware of them. ACS has no part in setting these charges.

General Things to Know

1. Communication

We communicate to our parent community through email, the school website and the School App. We also have a school Facebook page.

The School App is used for urgent notifications, communication with the parent community and is also able to be used to report your child's absence, and access the school website and calendar. To download the app search SchoolAppsNZ in the app store or use the QR code, then enter Aidanfield Christian School to find our School. When prompted, sign up to alerts.



2. 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:

- a. Send an absence/late notice message via School App
- b. Email any absence/late notice to absences@aidanfield.school.nz
- c. Ring the school absence line before 9:00am - 03 338 8153 press 1

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.

3. 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 or 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.

4. 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 and sign them back in on their arrival back to school.

5. 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.

6. 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 3:15pm and staff are often involved with meetings and planning after this time.

7. 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.

8. Food

Food may not be eaten in class. Bottled water is allowed in classrooms. Microwaves may be available (during Terms 2 & 3) at school for heating food. While it is not compulsory, we ask that no nut products are used in food that comes to school if at all possible. There are multiple pupils with significant nut allergies at ACS. Families choosing to use alternative products helps to keep these pupils safe.

9. Smoke/Vape/Drug free policy/alcohol free policy

Aidanfield Christian School is designated a smoke/vape/drug and alcohol free environment.

Smoking or vaping - is not permitted on the school premises at any time. Pupils are also not permitted to have cigarettes or vape merchandise at school. Smoking, including vaping (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.

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.

10. Learning a musical instrument

We have various music and dance options on offer by our itinerant music/dance teachers. You will receive a form (at the beginning of the year) which can be completed and returned to the office if you are interested.

11. Assembly

Assemblies are held weekly in the afternoon and are mixed between House Assembly, Primary/Middle Assembly, Learning Community Assembly and Learning Tree Assembly. The day of assembly can vary from year to year, depending on the needs of the timetable. Please check with your child's whanau teacher when this year's assemblies will be. Parents are welcome to join us for these.

12. Sun safety

All pupils are required to wear a sunhat during Terms 1 and 4. Children will not be allowed to play in the sun if they do not wear a sunhat. Please refer to the Stationery & School Uniform on the school website for sunhat requirements.

13. Nutrition

Good nutritious school lunches are vital for good learning and interaction. Please consider carefully the content of the school lunch. Children should not be bringing lollies or fizzy drinks to school. 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. 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. There are numerous websites that give excellent advice on school lunches. One to try would be www.kidspot.co.nz.

14. Lunch orders Tuesday/Friday

You are able to use 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.

15. School counsellor

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

16. Start of each year forms and permission slips

At the start of each year, we ask parents to confirm that their 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. newsletters, 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 is also requested at this time.

17. 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 online at school and the responsibilities that go with this.

18. 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.

Masks are recommended while on site, but not mandatory at time of printing. (Please follow the schools covid guidelines).

19. Locker usage contracts - Year 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.

20. 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.

21. In the event of a health-related school closure

During the age of Covid-19 there is always the possibility of interruption to school. If this happens we will receive and follow instruction by the Ministry of Education and the Ministry of Health.

22. Computer devices

Technology is used as an integral part of the learning journey. The ACS Board is committed to providing high quality devices for pupils to use in school. No request is made to parents to fund this provision. We are not a BYOD (Bring Your Own Device) school.

23. Ikura | Manaakitia te whare tangata, period products in schools' initiative

As a school we are part of the Ikura | Manaakitia te whare tangata, period products in schools' initiative. This allows each student to take products as and when needed, for free. The products are stored in the Middle School female toilet and students are encouraged to take products for home and be mindful of stocking up for holidays.

Donations

The following helps to give a context to our request for financial help when offering an activity, trip or event.

What does it mean to have 'free education' in New Zealand?

Aidanfield Christian School is a state integrated school. We are not a private school and because of our decile rating we get less money per pupil from the government than most schools. We need parents to help cover the costs of our 'free education'. The following helps to make sense of what we can and can't do.

What we can and cannot charge for?

Schools cannot charge parents for curriculum costs, but there are occasions when the classroom materials go home and these can be invoiced. The school can charge for things that pupils actually bring home (e.g. pupil diary, school magazine, scones, workbooks etc). Non-curriculum costs can be fully recovered from parents. Transport to and from events, sport costs and similar such things can be charged to parents. At ACS we are constantly working to keep these costs as low as possible for you while achieving excellent learning opportunities for your child. Attendance Dues are a compulsory cost and go directly to the Proprietor not the Board of Trustees. By law we cannot use any of this for the running of the school. It can only be used for buildings and special character things.

Where do we get money from?

We receive our main funding from the Ministry of Education to run the school. This does not, however, enable us to provide the full and rich learning environment that the BOT and our parents wish for. Therefore, we rely heavily on parents voluntary donations to assist us achieve the above.

ACS has two types of donations and these are vital to our ongoing functions.

1. General donations for the running of the school

The first donation type is to help cover the cost of running the school and is a General Donation. It contributes towards the cost of learning support (we spend two and a half times the amount that the Government gives us to support children who need extra help), extension programmes (we get nothing specific from the Government to run these), provision of laptops and iPad for all pupils (we don't ask parents to provide technology like others do – no BYOD! We spend two and a half times more on technology provision for you than we get from the Government), extra sport and arts coordination, and various other aspects that flavour our school. We need the general donation to continue to provide what we currently do. The government does not provide enough to do half of what is listed above! For the last decade we have suggested a voluntary donation per child of \$200 and we have never pressured nor expected this payment. We have always been blessed to receive from those that are able to donate whatever they are able to give, be it \$5 or \$4,000, and we have always supported those that are not able. This donation request remains and makes the day to day running of the school possible. You are able to claim a tax rebate on this donation at the end of the tax year. Compared to other schools of similar size and decile our donations are very low. We receive about \$40,000 a year from these. If everyone paid the suggested amount, we would receive \$60,000 per year.

2. Donations to activities

The second donation is a result of the current government becoming more focused on 'free education'. We are now not able to 'charge' for many things that we have in the past. Things like school camps, swimming, one off trips and events etc. We can ask for a donation to help us do these things but we can't charge specifically for them. Practically, all activities that make the learning deep, wide and engaging cost money to run – everyone knows this. The school is only able to offer certain activities to make the curriculum come alive with the financial help and support from parents in our school community. The money we receive from the Government only covers basic curriculum. Donations from our parent community make these activities possible. No child will be excluded from an activity if their parent does not contribute via a donation. However, if enough families do not help by donating towards activities we will have to stop these activities as the cost will make it impossible to run. This is the blunt reality. You are able to claim a tax rebate on this donation at the end of the tax year

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:

1. Having strong family routines in the times that count (e.g. weekday bedtimes, meal times, waking times).
2. Reading a vast number of picture books and stories and even appropriate chapter books to your child every day.
3. 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.
4. Having family meal times where everyone is around the dinner table each day and the TV is off.
5. Praying as a family and reading from the Scriptures daily.
6. Having clear and fair discipline expectations that each parent supports and continually upholds. All children feel safer in clearly defined guidelines.
7. 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.

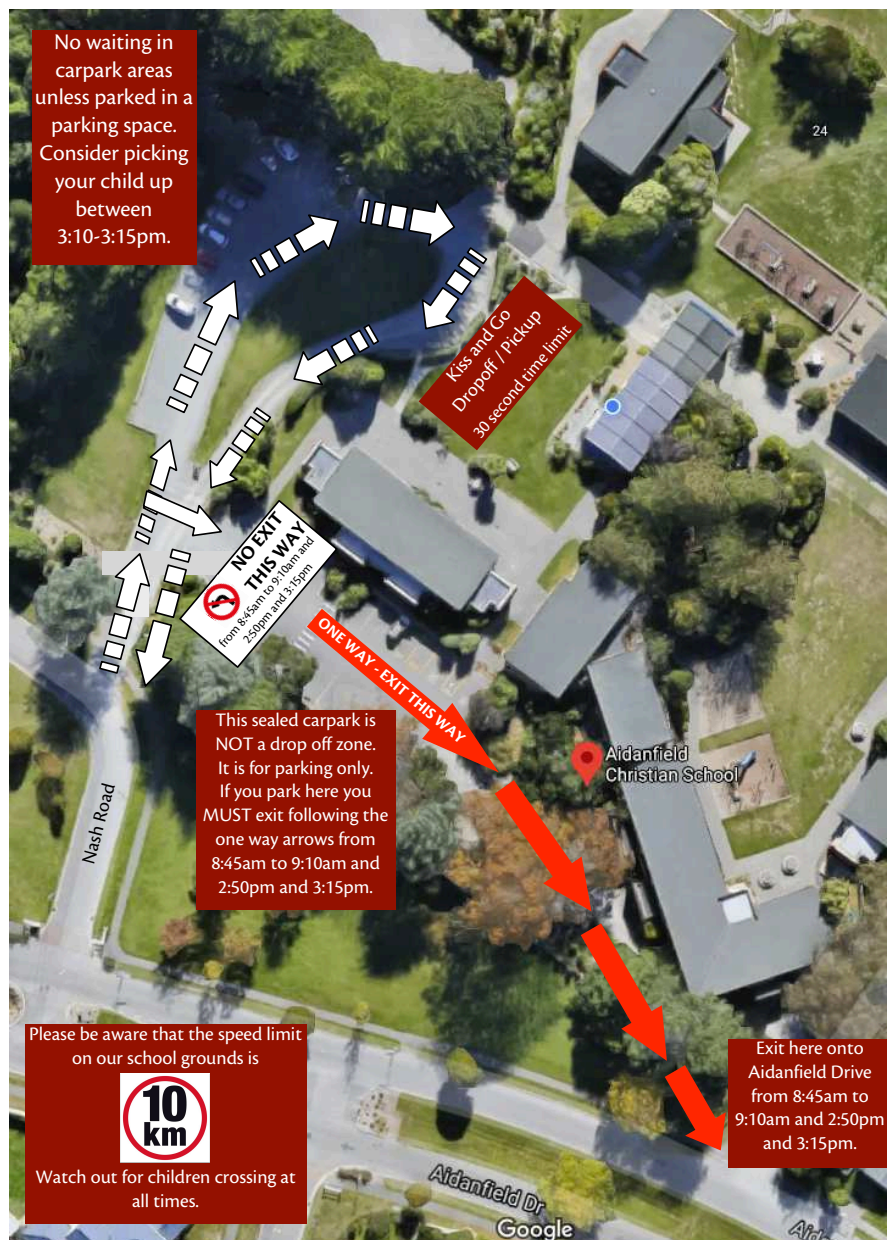
Carpark Usage and Legal Requirements for Child Restraints

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 roundabout and “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 as easy as driving into the school.

Please note the traffic flow, particularly the one exit through the sealed carpark. We also encourage parent’s and caregivers to turn **left** as they move onto Aidanfield Drive and use the roundabout, rather than causing congestion waiting for a right-hand turn.

The use of an appropriate child restraint (or booster seat) until your child reaches 148 cm tall or is 11 years old is required by law in NZ. A child aged seven or over, but under the age of 15, may be seated in the front seat of a vehicle without an approved suitable child restraint if there is no back seat, or the back seat is already full of other children under 15 years old. The child must be restrained using the available safety belt. Under seven years olds must be in the back seat with an approved suitable child restraint.



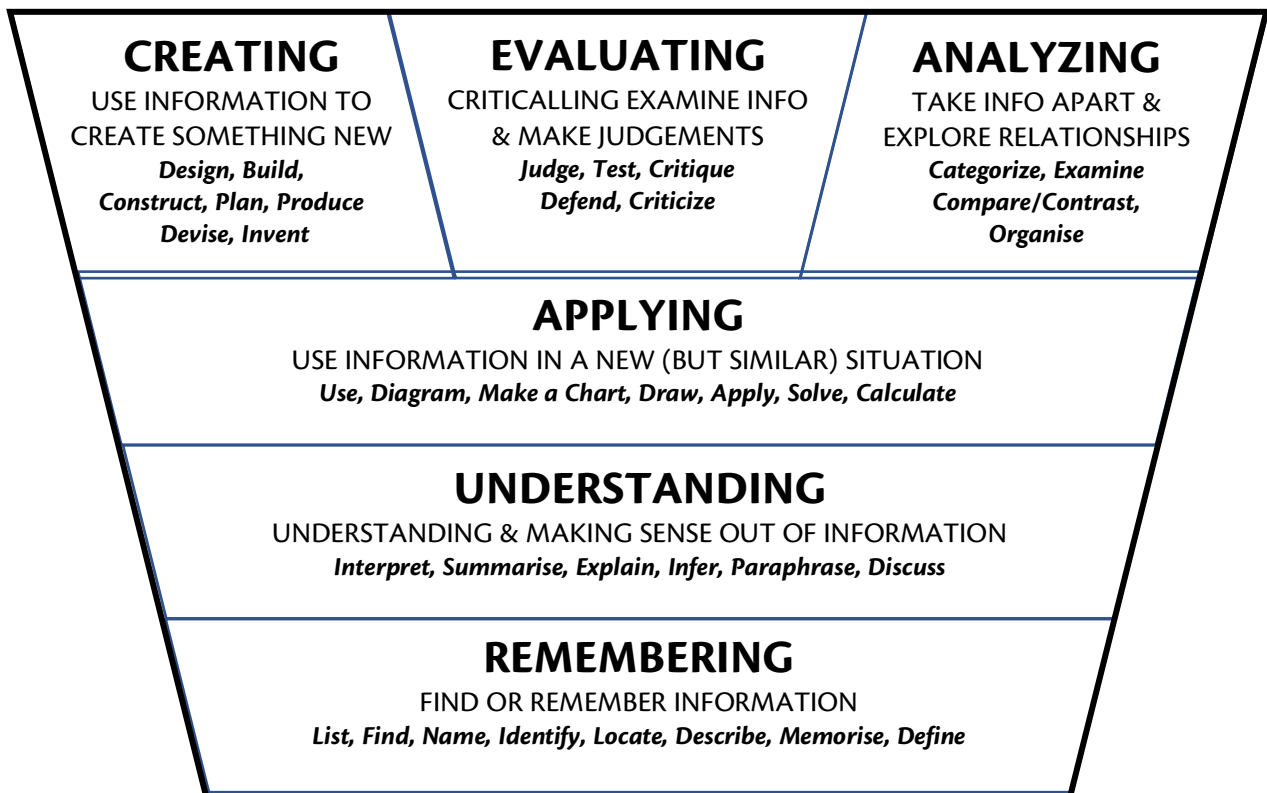
General Information to Help the Depth of Learning

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.



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 - 6	Up to 30 minutes per night, to include: basic facts, reading, spelling and scripture work, push play.
Year 7 & 8	40 to 60 minutes each night
Year 9 & 10	40 - 60 minutes each night

Homework Challenges (Years 4 – 10)

Through the year students have an extra homework component in Years 5&6 it's called the Ahu Challenge and Years 7 -10 it's called the Rui Challenge. Class teachers will explain as required. The component is focused on the four school Character values: **Excellence; Faithfulness; Integrity; and Stewardship.**

Rui Challenge (Year 7 – 10)

Rui (verb) to sow, scatter Bettering yourself through character development

Galatians 6:7-9 (NIV) ⁷ Do not be deceived: God cannot be mocked. A man reaps what he sows. ⁸ Whoever sows to please their flesh, from the flesh will reap destruction; whoever sows to please the Spirit, from the Spirit will reap eternal life. ⁹ Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up.

Levels of Success:

Participation: In class certificate for those who have made a significant effort towards the challenge

Rui Award: For full achievement of challenge criteria, awarded at Prize Giving

Levels: Bronze (Year 7), Silver (Year 8), Gold (Year 9), Platinum (Year 10)

Award Requirements

These vary for each level of award, but each involves achievement in each of these categories:

Missionally-Minded	Relationally-Focused	Culturally Competent	Academically Able
Service	EOTC	Skills	Learning

Ahu Challenge (Year 5 & 6)

Ahu means: To tend, foster, fashion or to move in a certain direction.

Everyone in Year 5 & 6 must complete at least one Challenge per term. Each term there are different options to choose from and over the year the student chooses from a variety of activities. To earn a Year 5 or Year 6 Ahu Challenge Badge, students complete 8 challenges over the year plus a service and school event each term. This could look like:

Term 1	Term 2	Term 3	Term 4
2 choice challenges	2 choice challenges	2 choice challenges	2 choice challenges
A school Event	A school Event	A school Event	A school Event
A service activity	A service activity	A service activity	A service activity

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 are held with parents 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. This is a chance to establish strong links with the teacher and learn how their class routines will work.

Year 3 to 10 Students

February	<p>Goal setting interviews are held in Term 1</p> <p>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 year's report to help the continuity of the learning journey.</p> <p>Through the first part of term one teachers will do assessments to confirm start of year learning levels.</p>
April	<p>Brief Report</p> <p>A brief report with start of year assessment information and a written comment from the relevant teacher will be sent home.</p>
July	<p>Parent-Teacher Conferences</p> <p>Conferences between the teacher and parent are held in July. These will focus on the current level and learning habits of each child. Children are welcome to attend with their parents. There will no written report but rather a chance to talk face to face with your child's teacher.</p>
December	<p>Full Report</p> <p>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.</p>

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 routine 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 at the end of the day, 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 does. 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 understanding within that level. If they are in year 2 this is outstanding, if they are in year 8 then they are behind.

The New Zealand curriculum is undergoing a refresh and this will change aspects of how we teach and how we report to parents. You will likely see changes from 2024 onwards and we will keep you informed of these.

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 have an expectation for Godly behaviour from both pupils, parents and staff. All in the school community are encouraged to be practising Godly love, grace, respect, faithfulness, excellence, integrity, stewardship, forgiveness and acceptance.

Car Park

Primary pupils are not to walk unaccompanied through any car park or cross the road unsupervised because of the danger from being hit by a car. Pupils are to use the footpaths or crossing points provided. The 'kiss and go' zone is just that, so please make sure you don't park and leave your vehicle there. The use of an appropriate child restraint (or booster seat) until your child reaches 148 cm tall or is 11 years old is required by law in NZ.

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. An Acceptable Use Policy form must be signed by the parents and the pupil before any school owned device is used.

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 applies to any confiscated item and its return to the owner.

1st time confiscated: Collect at end of school day.

2nd 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 then only to arrive or leave the school site. Storage 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 through school evacuation or lockdown drills.

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 are two ways 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	Parent/Teacher Interviews (students welcome to attend)
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. While it is not compulsory, we ask that no nut products are used in food that comes to school if at all possible. There are multiple pupils with significant nut allergies at ACS. Families choosing to use alternative products helps to keep these pupils safe.

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 Years 7 & 8, pupils may choose to wear their uniform jacket in class if they are wearing their school jersey/cardigan underneath. In Year 9/10, uniform jackets may be worn inside at the teacher's discretion. Uniform jackets are not to be worn in any classes.
- All uniform items should be clearly and securely named with the owner's family name.
- Pupils representing the school at events outside the school are expected to wear the full uniform correctly.
- These uniform expectations apply within school, during any school event at any site and both to and from school (i.e. whenever a pupil could be identified as an Aidanfield pupil).

Hair

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

Electronic Games, Personal Electronic Devices

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

International Students

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

Jewellery

No jewellery/adornments are to be worn with school uniform. Pupils 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 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 (parents may choose to email). After showing the teacher, pupils must sign out at the school office before leaving the school grounds and sign back in at the office on their arrival back on the premises.

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. Lockers must be locked at all times.

Lost Property

Please avoid losing property by naming all clothing and books. Please make sure you check the lost property held at 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. Nail varnish or enamel nails are not to be worn.

Medication at School

Pupils with medication needs (including Panadol and Nurofen), must leave their 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. 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.

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 personal property must be clearly labelled with the pupil's 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 items to school.

Pupil Privacy of Other Pupils and Staff

Pupils are expected to respect the privacy of others at all times. Photos, video clips or any recording of any sort must only be taken with the expressed permission of all those whose images or indefinable feature (e.g. voice) appear in the file. There is to be no circulating of any photo, video or recording of any pupils or staff member either within the school, when the school is open or after school at any time on any social media platform.

Property

Any damage to school property must be reported immediately to the Principal or the office. Careless or irresponsible behaviour will result in payment of all or part of the costs involved by the pupil and/or their family.

Pupil Wellbeing

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

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 or Vaping - is not permitted on the school premises at any time. Pupils are also not permitted to have cigarettes or vape merchandise at school. Smoking, including vaping (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.

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 weapon, knife or pocket knife) without the express 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.

Need to see someone for help with a personal issue you should talk to your whanau teacher who help guide you. Middle School pupils also have the option of self-referring to the counsellor, via the forms/box in the office.

School Website

The school website is 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 office. 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

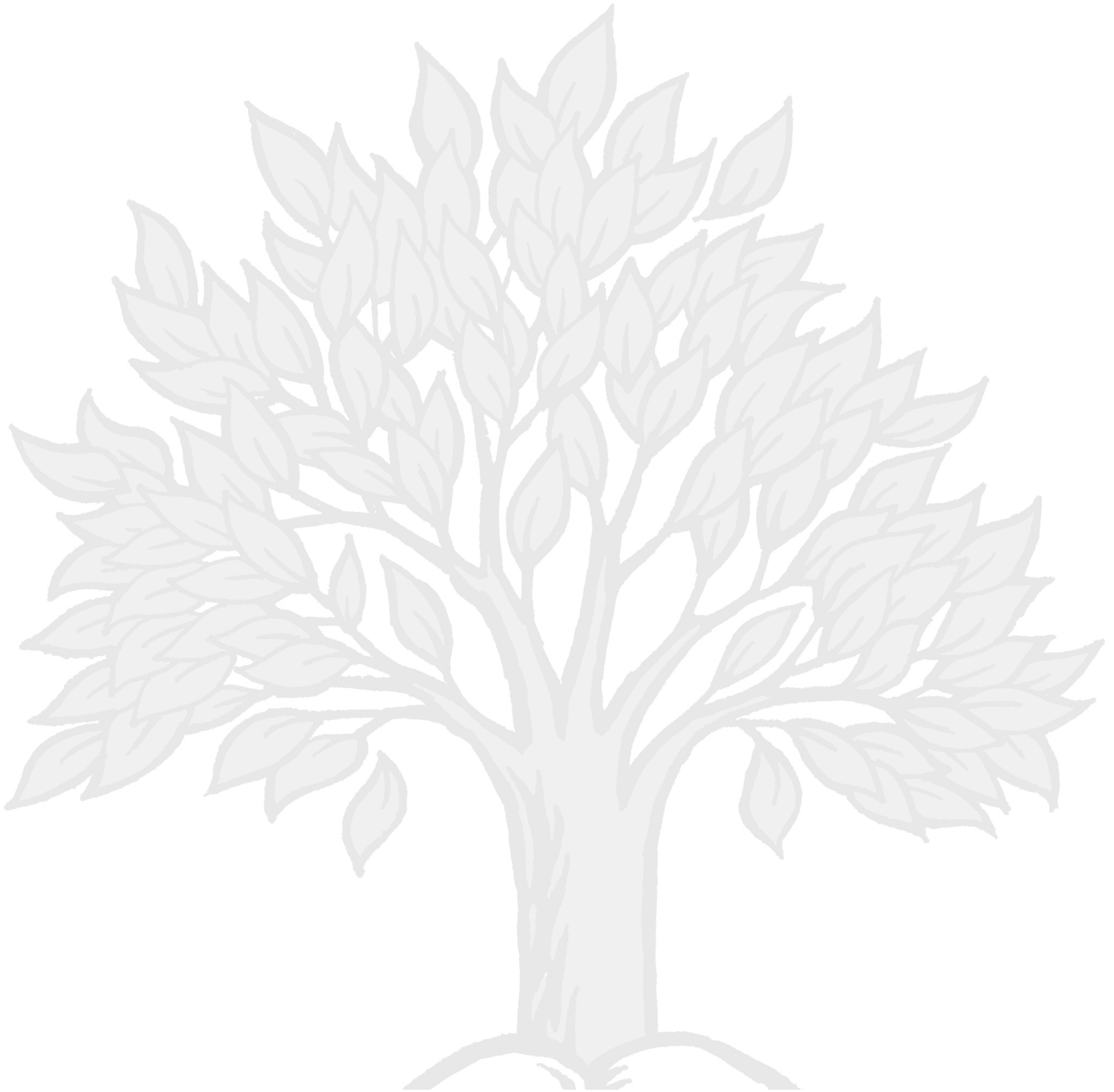
Skateboards, scooters, roller blades, ripsticks, etc are not to be used on the school site after hours and only under the direct supervision of an adult during the school day.

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. Consider parking further away from school and walking the last part of the journey. This helps congestion around the school and has a range of benefits to families.

Uniform/PE Uniform

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. Full details of uniform requirements are available on our school website: www.aidanfield.school.nz/uniforms/. Mainland Uniform are the suppliers of most of the ACS uniform except PE shirts which are purchased from the office. Pupils are required to wear the PE uniform for all PE and sport times and have changing facilities at school.



Aidanfield Christian School
2 Nash Road, Aidanfield, Christchurch 8025
Phone: 338 8153
Email: office@aidanfield.school.nz
Website: www.aidanfield.sc