



# **Lynmore School**

## **Prospectus**

### **2024**

## **WELCOME TO LYNMORE SCHOOL**

### **Iles Road, Rotorua, New Zealand**

To All Parents, Caregivers, Families and Whanau,  
Tēnā koutou katoa, 'talofa, talitali fiefia, 접대, bula, 欢迎

A very special welcome to parents and children of the Lynmore community.

The Lynmore Board of Trustees along with our very dedicated school staff strives to provide a high quality education for every child who attends our school. We are proud of our wonderful school facilities and we urge all children and families to make use of the excellent programmes that the school offers. Our goal is to provide memorable and enjoyable learning experiences, which will educate the whole child and create an independent learner for the future.

All parents are most welcome to visit the school. We believe in establishing effective communication between home and the school. In the first instance parents can keep regular contact with their child's classroom teacher either face to face or via the teacher's email address, which always takes the following format; [firstname.surname@lynmore.school.nz](mailto:firstname.surname@lynmore.school.nz) many queries or concerns can easily be resolved at this level. If you have concerns or comments you do not feel you can approach the class teacher with, please contact the team leader for your child's area of the school and they will be able to assist you.

As well as informal contact we urge you to attend the Personalised Education Plans (PEP's) throughout the year, even if you know your child is doing well at school it is important that you still come along and hear what they have been doing and how you can continue to support their learning at home.

We sincerely welcome you to Lynmore School and we look forward to working with you over the coming years.

Hinei Taute  
Principal  
Lynmore School  
Rotorua

# Contacts

**Phone:** (07) 345 9850

**Lynmore School app.** available for download from the school website

**QR code** can be scanned by your smartphone to link to our website

## **Contacts:**

**Principal:** Hinei Taute  
hinei.taute@lynmore.school.nz

### **Deputy Principals:**

Michael Cunliffe - Kupe Whare Ako; Year 5/6 michael.cunliffe@lynmore.school.nz  
Lisa Hohepa - Hinemoa Whare Ako; Year 3/4 lisa.hohepa@lynmore.school.nz  
Karen Belt - Ihenga Whare Ako; Year 0, 1 & 2 karen.belt@lynmore.school.nz

**Accounts and Payroll:** Kerrie Ryan  
admin@lynmore.school.nz

**School Secretary:** Mary-Anne Brady  
reception@lynmore.school.nz

**Website:** www.lynmore.schoool.nz

# Vision Statement

Keep Moving, Keep Growing, Keep Learning  
Tupungia te aroha o te ako hei anga mua

# Table of contents

Absences	Leaving school grounds
App	Library
Achievement awards	Lost property
After school care	Lunches
After school sports	Lunch time recreation
Appointment with class teacher	Map of school
Arriving late to school	Mokoia Association links
Bell times	Milk and Weet-bix
Bicycles / scooter	Newsletter
Board of Trustees	Office hours
Bullying	Orchestra / Rock band
BYOD	Parent associate
Care in the sun	Parent help
Class trips and visits	PC4L
Cohort entry dates	Physical education
Communication	Principal awards
Community notice board	Puberty
Community time in hall (assembly)	Public health nurse
Complaints	Reporting to parents
Drama productions	Religious instruction
Education and related services	Road safety
Emergency numbers	School car park
Enrichment	School council
Enrolment zones	School patrol
Environmental group	Special needs / abilities
ESOL	Staff
Facilities for hire	Stationery
Grounds	Swimming

Health – accidents / illnesses	Te Reo and Tikanga Maori
Homework	Term breaks
House groups	Supervision during break times
International fee paying students	Uniform
Inter school academic events	Values
Inter school sports	Voluntary donation
Jewellery	
Kakano programme	
Kapa Haka	
Learning	
Leave for extended duration	

## ABSENCES

For safety and attendance reasons, it is important that parents and teachers know where children are, and in accordance with the Education Act, parents are required to ensure that each child attends school unless that child is ill or permission has been granted by the Principal for an approved absence such as overseas travel. Parents must notify the school on the morning of the absence so teachers can be informed. You can notify the school a number of ways:

- Ring the school's answer phone with the information before 9.00am (07 345 9850)
- Notify us via the Lynmore School app
- Email your child's classroom teacher directly (all staff emails follow the same format – [firstname.lastname@lynmore.school.nz](mailto:firstname.lastname@lynmore.school.nz))

If the child needs to leave for reasons other than illness, communication should be sent to the school in advance of the leave required e.g. dental appointments. If an absence is unexplained the school will text to check on the whereabouts of the child. Unexplained absences will be marked as truant. Truancy is being absent or late when a student could have been at school.

## APP

We have a Lynmore School app., which is free to download from our school website for Android, iPhone and iPad.

## ACHIEVEMENT AWARDS

These run for Years 4-6 and involve the children completing a set of out of school tasks over the course of the year.

## AFTER SCHOOL CARE

The fabulous team from YMCA runs our before and after school care in the school hall. Please contact them if you require any child care before or after school each day. They are an amazing dynamic team and we think you will enjoy the services and programmes they are running. For further information please phone: 021 363 325 or 021 590 172 or email: [ymcatauranga.org.nz](http://ymcatauranga.org.nz)

## **AFTER SCHOOL SPORTS**

Our school enters teams in netball, hockey and miniball in the winter and touch, flipper ball, water polo and cricket in the summer. The school also organises t-ball, badminton, mini marathon, duathlon, skiing and mountain biking on an informal basis and with parent support. Each team requires a coach / manager before formal entry is made into competition. Please support your children and coaches by positive affirmation of their participation and efforts. Please check the school newsletters and school app. for further information.

## **APPOINTMENT WITH CLASS TEACHER**

Teachers are happy to discuss pupils' progress and the wellbeing of your child at any time during the year. Please email or send a message via Seesaw to your child's teacher to make an appointment.

## **ARRIVING LATE TO SCHOOL**

School starts at **8.55am**. Children arriving late will be sent to the office and a late entry is made on our pupil records before returning to the classroom. Regular latecomers are monitored and liaison with families will be initiated. Children must be in the school by 8.45am to prepare for the day's work.

## **BELL TIMES**

All children need to be in the school grounds by 8.45am. All teachers will be in their classrooms by 8.30am.

8.30am	Class is open for children
8.55am	Warning bell
9.00am	Classes start
10.00am	Snack break
10.10am	Classes resume
11.00am	Eating morning tea inside
11.10am	Outside for interval
11.30am	Classes resume
12.30pm	Outside for lunch break
1.10pm	Eating lunch inside
1.30pm	Classes resume
3.00pm	End of school day

## **BICYCLES AND SCOOTERS**

Parents are asked to make sure children are able to ride well before being allowed to ride to school. Children should also be conversant with the basic road rules. Children must ride with a cycle helmet. Only children in Years 5 and 6 may ride their bikes to school unaccompanied. Children from NE-Year 4 need to be accompanied by an adult. Scooters may be ridden to school but must be locked in the scooter rack behind Rooms Hinemoa 3, 4 & 5 or the junior block for the day.

## BOARD OF TRUSTEES

The Lynmore School Board of Trustees is comprised of parent representatives, the Principal and one staff trustee. Your representatives are:

- Hinei Taute (Principal)
- Hancine Samvelyan (Co Presiding member)
- Annamarie Jensen (Co Presiding member)
- Daniel Gibbs ( Finance and Property Chairperson)
- Sarah Jamieson
- Aneta Heke (Iwi representative)
- Belinda Cridge
- Karen Belt (Staff representative)

All members of the Board work on behalf to ensure Lynmore School staff work in a well-resourced and supportive environment. This ensures that a balanced and high quality education is delivered to your children. We invite and encourage you to attend our Board meetings, which are advertised in advance in the school newsletter.

## BULLYING

Defined as – The systematic abuse of power- persistent and repeated domination which is intended to intimidate, manipulate or hurt another person. Bullying within the school is unfair and not welcomed. Parents must report all cases to class teachers. Such behaviour will be promptly dealt with.

## BUSES

Free school buses operate to and from Lake Okareka and Lake Tarawera. The morning route commences at 8.00am and arrives at school at 8.45am. The afternoon route leaves school at 3.15pm. A high standard of behaviour is expected whilst waiting at bus stops and travelling, with bus wardens monitoring and reporting back to the bus controller. Regular meetings are held to reinforce road rules and acceptable bus behaviour. Other buses transport children to different locations. Please enquire in the first instance to the office for further details.

If you are making arrangements for your child to be transported by car on any one day, **it is essential that this information be recorded with the office staff.** Failure to do so results in much wasted time seeking information on a “lost” child and delays in bus departure times.

## BYOD (Bring Your Own Device)

Technology plays a large role in our students' lives and the development of 21st Century citizens. While our school has invested into institution devices, personal devices can enhance and enrich learning opportunities both at home and at school. Lynmore School is committed to allowing responsible, learning-centered use of personal devices at school to provide as many pathways to learning as possible for our students.

**Why a BYOD (Bring Your Own Device) scheme?** - Lynmore School has strategically resourced time, money and expertise to upgrade our infrastructure to improve learning opportunities for our students. Globally there is a demand that access to technology and digital competencies keep growing, and as a school we see BYOD as an excellent model for this to happen. A digital device is a 21st century tool for 21st century learning. BYOD is designed to improve the integration and access to technology. We see value in having a device available for each student that they can take home each night, and we believe that having access to technology is essential to more responsive authentic learning experiences. Unfortunately, Lynmore School does not have the financial resourcing to provide a device for all of its students.

It is important to note that we believe that a digital device should only be used in learning where it adds value to the learning, i.e. it improves engagement, creativity, critical thinking, and the application of literacy, maths and science. Students will still be using pens, paper and other forms of technology in their learning!

**Benefits:**

- Anytime, anywhere learning
- improved student agency (independence)
- richer learning media
- improved collaboration and articulation of learning
- complementation of school curriculum and enhanced opportunities for applying learning to authentic scenarios
- enhanced digital competencies, including digital citizenship
- improved engagement and student attendance
- improved responsiveness to the pace and style of learning
- teachers grow in capability and confidence with the students

**Goal** - As a school, we have the following goals for the implementation of digital devices and BYOD:

- iPads will be used to empower learning by:
  - providing real time access to digital and online information
  - developing knowledge, understanding and skills through creativity, critical thinking, caring and collaboration
  - providing opportunities for more authentic social action
  - enhancing the articulation and the quality of communication
  - strengthening the partnership between school and home
- Digital devices will provide the portal for a digital portfolio that has real time access for parents and whanau.
- Students will begin to develop appropriate ICT and computer science skills, including algorithmic thinking, understanding of binary digits, simple coding and digital citizenship.
- Students become greater agents in their learning and become more responsible in their management and respect for time, equipment and people.

**Who is BYOD for?** - Currently BYOD is for students in Year 3, 4, 5 or 6.

**Why iPads?** - There is a very steep learning curve for teachers and schools when it comes to exploring technology and understanding how to use technology to effectively improve engagement and learning opportunities. Having a single platform (one type of device) enables Lynmore School to better support and structure the learning with technology and grow teacher capability. While some students are very independent with their technology, we need to ensure that our teachers have the skills and confidence to support and enhance the learning experiences of all of our students. Having one device, while still a steep learning curve for our teachers, makes it more achievable as opposed to having a variety of devices in the classroom.

Lynmore chose iPads as their preferred student learning institution devices because we were looking for a device that would make learning more powerful, responsive and authentic, without the additional barriers for learning. After investigating various models around the world and schools within New Zealand, we came to the conclusion that the iPad would be more effective than other devices (at this time). There is a simplicity in how the iPad functions for learners (and teachers) that enables more effective creativity and collaboration within learning. Additionally, the iPad has a long battery life (approximately 10 hours). There is also the added benefit with the number and variety of apps. that the iPad offers that contribute to improved creative, critical, and collaborative thinking.



**What about other devices?** - Firstly, there is not necessarily any need to go and purchase a new device to get the benefits of our BYOD programme.

If you have an alternative device (tablet or laptop) at home and are not interested in purchasing an iPad but still want the benefits of the BYOD scheme, this may be okay as long as it meets our school minimum requirements. Please be aware that our teachers will be preparing learning based on the iPad's capabilities, so there may be times where other devices function differently (or not at all) and the student will need the ability to use their device in a more independent and unsupported way.

**What would you see in a class with BYOD?** - Rather than listing a vast range of possible scenarios, we highly encourage you to contact your child's teacher and see for yourself. Like any tool in learning, as a hammer is to a builder, the iPad is to be used when there is a good reason to use it.

**Are devices used outside of class time?** - At Lynmore School the general expectation is that devices will not be allowed to be used during playtime and lunchtime - they will be locked away in the classroom. While there may be exceptions, we want our students playing and socialising outside during their break times.

Alternatively, students may be on their devices before school (supervised in class) to plan their day or continue some great learning in a project that they are extremely engaged with.

**Are the devices locked away?** - In our experience students that have their own device are extremely good and proactive about looking after their expensive electronic equipment. As a school, we will ensure the devices are locked in the classroom during times that the teacher is not present. All iPads must come in a sturdy protective case - no devices are to arrive at school unprotected! It is also important to note that devices are insured under the family's home and content insurance.

**How are the devices supervised?** - As a school, we are currently using a Mobile Device Management (MDM) provider called *Mosyle*. By installing Mosyle (as an app) we are able to control network settings for the device while it is at school and we are able to remotely add and take away apps that are required for learning. It also allows for teachers to utilise *Apple Classroom* which enables our teachers to visually see what each device is doing while in the classroom. This helps us ensure that devices are being utilised to empower learning rather than students becoming distracted by the bells and whistles of the device and the internet.

**Will my child's work need backing up?** - As a school we are registered with Google Workspaces for Education. This means that students are able to upload many of their files to their Google Drive account in the cloud. You may also decide to use an iCloud account which can automatically back up content, though there is a charge after you have used your free 5GB of storage.

**How will learning and work be shared?** - While Google Workspaces are a fantastic platform for working collaboratively on and saving work, it has limitations for sharing work and progress. Lynmore School utilise Seesaw as an online learning portfolio that connects the student and their learning journey with their teacher and their whanau. This will provide families a real time view of learning (inclusive of assessment).

**Will my children develop digital citizenship?** - Lynmore School already teaches this, and this will continue to be a focus. We are seeing an increasing need for all students to develop stronger skills and attitudes to navigate the digital world in a safe constructive way. We will also be planning to organise a parent information session on this topic.

**Will my child be left out if they don't have a device?** - Currently students in Year 3 to 6 all have access to school owned devices, but this is based on a group or individual rotation basis. These devices are limited to these times in the classroom. Students that have their own devices have the benefit of constant access to a device whenever it is useful to them (and approved by the teacher) which brings a new freedom and flexibility in students being able to use the device as a tool for learning at home and at school. The more devices that are in the class (through BYOD and school owned), the more access that all students will have to these digital tools.

We understand that there is a concern of feeling left out and every care will be taken to minimise these feelings and ensure that learning is planned to be powerful for all students. In the end we feel the benefit of having devices outweighs the potential feelings of being left out.

**What are the different options for purchasing a device?** - We encourage you to explore the market as sales for iPads are frequent and prices vary a lot during these times. Two retail outlets frequently have specials for schools, and these may be advertised in our newsletter and on our school app. Alternatively there are other shops that sell earlier version iPads and iPad Minis (be mindful that these may have a more limited lifespan and may not be compatible with upcoming apps).

**Where can I find additional information about iPads and/or learning?**

- <http://help.apple.com/ipad/10/>
- <https://tips.apple.com/en-us/ios/ipad>

## CARE IN THE SUN

All children must wear a bucket or wide brimmed hat to protect them from the sun in Terms 1 and 4. School hats can be purchased from the school office. It is recommended that children develop responsibility to take appropriate sun care and **bring sunscreen lotion/sprays to school to apply at regular intervals.**

## CLASS TRIPS AND VISITS

Throughout the year classes will undertake trips and visits to places of interest. These are usually closely related to the class programme and as such are very valuable. Notice of such trips is usually given well in advance. Parental help on such trips is needed and welcome. Adult volunteers are invited to help supervise small groups of children under the overall control of the teacher. Parents helping on trips will be required to be Covid vaccinated and supply proof of vaccination to the school. Children are to wear school uniforms when on class trips and visits. Overnight trips and camps for the senior children may also occur.

## COHORT ENTRY DATES

We will be running 8 dates per year on which your child can start school for the first time as a New Entrant. We have a useful letter, which outlines the dates, and we have a starting school pack which you can pick up from the office. The following are our school entry dates for 2024 for children starting school for the very first time. Once your child turns 5 they can start but please consider whether they are ready and remember they can start school anytime up until they are 6 years old. Children are at school for 12-13 years so it is important they get off to a good start. There is some useful background information available from Dr. Nathan Mikaere Wallis who talks about cognitive development in young children.

<http://www.radionz.co.nz/national/programmes/ninetoonoon/audio/201844291/does-nz-education-policy-align-with-recognised-research>

## 2024 Cohort and Ballot dates

Group	Start Date	Ballot Date for New Entrants 2 dates per term	Ballot Dates for all other years 1 date per term
<b>Term 1 2024 start</b>			
Cohort 124	Tuesday 30th January 2024	Monday 25th September 2023	Monday 25th September and Monday 27th November 2023
Cohort 224	Monday 26th February 2024	Monday 27th November 2023	
<b>Term 2 2024 start</b>			
Cohort 324	Monday 29th April 2024	Monday 19th February 2024	Monday 19th February 2024
Cohort 424	Tuesday 4th June 2024	Monday 25th March 2024	
<b>Term 3 2024 start</b>			
Cohort 524	Monday 22nd July 2024	Monday 13th May 2024	Monday 13th May 2024
Cohort 624	Monday 26th August 2024	Monday 17th June 2024	
<b>Term 4 2024 start</b>			
Cohort 724	Monday 14th October 2024	Monday 12th August 2024	Monday 12th August 2024
Cohort 824	Monday 18th November 2024	Monday 16th September 2024	

It is important that your child is ready for school and we have prepared a quick checklist of things you might want to consider before starting them at full time school. Please collect this checklist from the school office.

### COMMUNICATION

Communication between school and families is immediate and regular (newsletters). If you have a concern, your first communication is with your child's class teacher. In many cases the situation will be resolved at that level. Wider school matters should be referred to the Team Leader, Deputy Principals or the Principal. If you require time to be set aside, an interview time should be requested. Staff are not available during teaching hours (9.00am - 3.00pm) but are onsite each day from 8.00am – 4.00pm. Feel free to email your child's teacher at anytime, [firstname.surname@lynmore.school.nz](mailto:firstname.surname@lynmore.school.nz) or message them via Seesaw.

### COMMUNITY NOTICE BOARD

The community notice board on the office side of the Junior Block is used to advertise school and community events.

## **COMMUNITY TIME IN THE HALL (SCHOOL ASSEMBLY)**

The school assembles at 2.00 - 2.45pm on Fridays for Community time. Children's special achievements will be acknowledged along with community singing. A cordial invitation is extended to parents and whanau to attend. Principal's awards are given out during this time each week.

## **DRAMA PRODUCTIONS**

At times throughout the year, various areas of the school will put on a production. These productions are presented to the entire school and to parents and families in matinees and in the evenings.

## **EDUCATION AND RELATED SERVICES**

The school maintains contact with and utilises where necessary a variety of outside specialist agencies. These include:

- a) Department of Health/Health Nurse/Dental Therapists
- b) Psychological Service
- c) School Library Service
- d) Ministry of Education Advisers
- e) Speech Therapists
- f) Visiting Teachers
- g) Teachers of the Deaf
- h) Resource Teacher for Learning Behaviour
- i) Resource Teacher of Literacy
- J) Police Youth Aid Officers

Should any child need any of the above services parents are informed. The Special Education Service assists the teacher in diagnosing problems, testing and giving valuable service by way of advice to teachers and parents. Before a teacher makes a referral, parents permission is sought.

## **EMERGENCY NUMBERS**

It is very frustrating in times of emergency to try and contact parents and find that their phone numbers, addresses, work numbers etc have changed. Please let the school know as soon as possible if any changes have taken place so that we can change our records.

## **ENRICHMENT CLASSES**

Within the bounds of staffing restrictions we provide additional support for students needing extra help in reading, writing and maths by running small groups taken by a specialist teacher or trained teacher aides. If you are concerned about your child's progress please see your child's class teacher.

## **ENROLMENTS**

Enrolments are welcomed for children from NE to Year 6. Enrolment packs are available from the school office. Please enrol your child as early as possible to give staff time to place your child in a suitable class. It is a prerequisite that children have their full uniform before starting school. For information about enrolling a student who is starting their school education for the first time (5 year old) please see **COHORT ENTRY DATES**.

## **ENROLMENT ZONES**

These procedures have been adopted by the Board of Trustees to ensure that the enrolment scheme is administered consistently and correctly.

All students who live within the home zone (see map) are entitled to enrol at Lynmore Primary School.

**Out of Zone Enrolments** - Each year, the Principal will determine the number of places which are likely to be available in the following year for the enrolment of students who live outside the home zone. The Principal will publish this information by notice in the school newsletter, app and website. The notice will indicate how many places are available and will specify a date by which all applications must be received.

**Other Requirements** -The Principal requires confirmation of address, either by a power account, telephone account, rental agreement or other suitable account.

**Applications for out of zone enrolment will be processed in the following order of priority:**

Priority One: Will be given to applicants who require special programmes

Priority Two: Will be given to applicants who are siblings of current students

Priority Three: Will be given to applicants who are siblings of former students

Priority Four: Will be given to applicants who are children of former students of the school

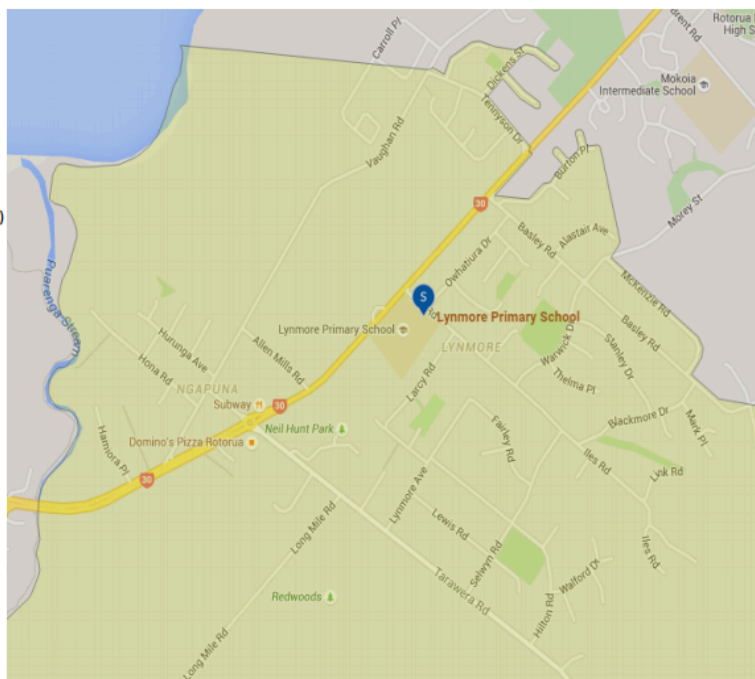
Priority Five: Will be given to applicants who are children of Board employees

Priority Six: Will be given to all other applicants

**In Zone Street Names**

Acacia Road	Highfield Place	Ronald Road
Alastair Avenue	Hilton Road	Selwyn Road
Allen Mills Road	Hona Road	Shane Place
Alexander Road	Hurunga Ave	Spencer Road
Awatea Terrace	Janet Place	Stafford Rise
Basley Road	Judith Place	Stanley Drive
Benn Road	Kahurangi Drive	Steep Road
Blackmore Drive	Kipling Crescent	Summit Road
Bradley Place	Lake Okareka	Tarawera Road
Branch Road	Lake Tarawera	Te Ana Place
Browning Crescent	Larcy Road	Te Araki Place
Brundon place	Lewis Road	Te Mu Road
Butler Place	Link Road	Te Ngae Road (399 odd & 434 even)
Burn Road	Lynbert Road	Te Toroa Road
Burton Place	Lynmore Avenue	Tennyson Drive
Byron Grove	Lynwood Place	Thackeray Place
Carroll Place	Mareno Road	Thelma Place
Calder Road	Mark Place	Twain Crescent
Chaucer Place	McKenzie Road	Vaughan Road (part)
Church Road	Melrose Avenue	Waitangi Road
Cliff Road	Miller Road	Waitawa Place
Devoy Drive	Milton Grove	Walford Drive
Dickens Street	Moana Terrace	Warwick Drive
Dixon Road	Moke Road	William Place
Fairley Road	Morey Street (Part)	
Forest Place	Moses Road	
Friskin Place	Oasis Place	
Gareth Place	Okereka Road	
Graham Road	Orchard Place	
Hakopa Place	Owhatiura Drive	
Hamiora Place	Ridge Road	
Hayward Rise		

## LYNMORE SCHOOL ZONE



## ENVIRONMENTAL GROUP

To foster responsibility for the environment, the school has an environmental team that works on environmental issues and projects.

## ESOL

For those children with English as a Second Language, (ESOL) special support is given through specialist teacher and teacher aide tuition. This can be within the classroom and one on one or in small groups in our ESOL room. If you think your child needs support with English as a Second Language, please contact the Deputy Principal, Lisa Hohepa [lisa.hohepa@lynmore.school.nz](mailto:lisa.hohepa@lynmore.school.nz)

## **FACILITIES FOR HIRE**

The gymnasium and hall are available for hire. Please enquire through the office [admin@lynmore.school.nz](mailto:admin@lynmore.school.nz) for details.

## **GROUNDS**

The school grounds are available for children to play on. People are welcome to use the school facilities at all times but children must be supervised by an adult. Please take care of the grounds, trees, buildings and gardens and leave them tidy at all times so that all the community may enjoy them. Dogs must be on a lease and any droppings collected and taken off the school grounds. Dogs are not permitted on the playgrounds.

## **HEALTH – Illness/accidents**

In the event of a child becoming ill or injured at school, the office will contact the parents/caregivers to collect the child. If your child has an allergy to bees or wasp stings or similar health issues, you should notify the Deputy Principal, Lisa Hohepa on enrolment or when the allergy or illness is diagnosed. If your child needs to be administered medication there are forms that need to be signed, which you can collect from the office. All medicine must be kept at the school office, not in the child's bag.

## **HOMEWORK**

Each child in the school is expected to complete reading homework at least four nights weekly for 20 minutes. The focus of this work is developing reading and discussing events from school and around them. The most important skill for children is reading and through stimulating a good, positive attitude and skills, children can become independent learners in the future. Parents can assist this, through reading with and reading to their child and discussing and questioning what has been read. Further information is available from the school office. Parents are asked to provide an interesting and supportive environment to foster and develop learning.

## **HOUSE GROUPS**

Your child will be allocated a house group on enrolment. They will be placed in the same house group with siblings. House leaders are elected from our Year 6 students each year. Various events are held throughout the year and points collected for showing the school values and participating in events.

## **INTERNATIONAL FEE PAYING STUDENTS**

Lynmore Primary School accepts applications from foreign fee paying students who are primary school age (5-11 years) and will be living with a parent. Acceptance of these students will be at the discretion of the Principal and Board of Trustees.

We hold a Code of Practice for the Pastoral Care of International Students which enables us to enrol a number of students who are residing with a parent in NZ. Copies of the Code are available from the New Zealand Ministry of Education website at [www.minedu.govt.nz/international](http://www.minedu.govt.nz/international).

Students must hold a current student visa before beginning school.

We have a specialist teacher who will assist with teaching English to non-English speaking students. When they commence at our school each student will be assessed as to the level of English tuition they require.

International students are usually placed in the same year level for their age and are involved in the day to day learning of that class. They will be withdrawn as necessary for extra tuition from our specialist English teacher (ESOL).

Students are required to wear our school uniform whilst they attend Lynmore Primary School and must abide by all school rules.

Fees are set at \$3000 per term or \$12,000 per year. One term is the usual minimum enrolment time to ensure stability for the class. We do not pay agents fees.



**IMMIGRATION** Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at [www.immigration.govt.nz](http://www.immigration.govt.nz).

**ELIGIBILITY FOR HEALTH SERVICES** Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health and can be viewed on their website at [www.moh.govt.nz](http://www.moh.govt.nz).

**ACCIDENT INSURANCE** The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents, and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at [www.acc.co.nz](http://www.acc.co.nz).

**MEDICAL AND TRAVEL INSURANCE** International students (including group students) must have appropriate and current medical and travel insurance while in New Zealand. For further information please contact the Principal, Hinei Taute: [hiniei.taute@lynmore.school.nz](mailto:hiniei.taute@lynmore.school.nz)

### INTER SCHOOL ACADEMIC EVENTS

Year 5 and 6 children may be chosen to represent the school in Roto Maths or Bay Maths, an inter school maths competition or News team, an inter school reading competition.

### INTER SCHOOL SPORTS

Inter school sport is arranged with similar sized schools, with a major field day in Term 3. This involves selected teams of Year 5 and 6 pupils in rugby, soccer, netball and hockey. Lynmore School is also involved in inter school sports in swimming, cross country and athletics.

### JEWELLERY

No jewellery or silicon wristbands to be worn at school. Necklaces/bracelets for cultural, religious or medical significance are fine to be worn. Earrings should be confined to very small hoops or studs for safety. Watches are fine to wear.

### KAKANO PROGRAMME

The Kakano programme is for those children close to 5 years old and about to start school. It helps to transition children from their home, kindergarten or day-care, to school. Parents and children are invited to attend 5 sessions leading up to their starting day at school. During this time we hope that you will learn more about what school will be like for your children and ways you can assist your children at home in preparation for entry to school. It is a great opportunity for parents to gain the necessary information for their child starting school, to ask questions and gain an understanding of how we can work together as a partnership in their child's education.

### KAPA HAKA

The Kapa Haka is formed early in the year and takes an active role in various activities throughout the year, including participation in the Rotorua School's Maori Festival.

### LEAVE FOR EXTENDED DURATION

If you are intending to take your children out of school for an extended period during school time a written letter or email explaining the details needs to be sent to the principal. This includes permission for taking your child away on holiday during school time.

Consistent attendance at school is essential for maximising learning. Please consider carefully before removing children from class programmes. Children who are away for 20 consecutive days or more may be required to re-enrol. If living "out of zone" a place may not be available.

## **LEARNING**

Each class provides a balanced programme in language, reading, the arts, Maori, maths, P.E., sport, computers, music, social studies, science, technology, social skills, health and drama.

## **LEAVING SCHOOL GROUNDS**

No child will be permitted to leave the school grounds during school time or the lunch hour without permission from a Deputy Principal via prior parent arrangement. All children must be signed out at the office and accompanied by an adult.

## **LIBRARY**

The school has a well resourced library that we are proud of, from which children have an opportunity to select books associated with topics they are studying and for enjoyment. To help look after the books, children need a book bag to take them home. Lost or damaged books will be charged for.

## **LOST PROPERTY**

It is essential that children develop responsibility for their property. We ask that parents name all property and shoes. Lost property is stored in the hall. A key is available from the school office to look through the lost property for missing items. Towards the end of each term property will be displayed for classes and parents to check. Please encourage children to be responsible for their own belongings. Uncollected uniform items will be held in the second hand uniform sale.

## **LUNCHES**

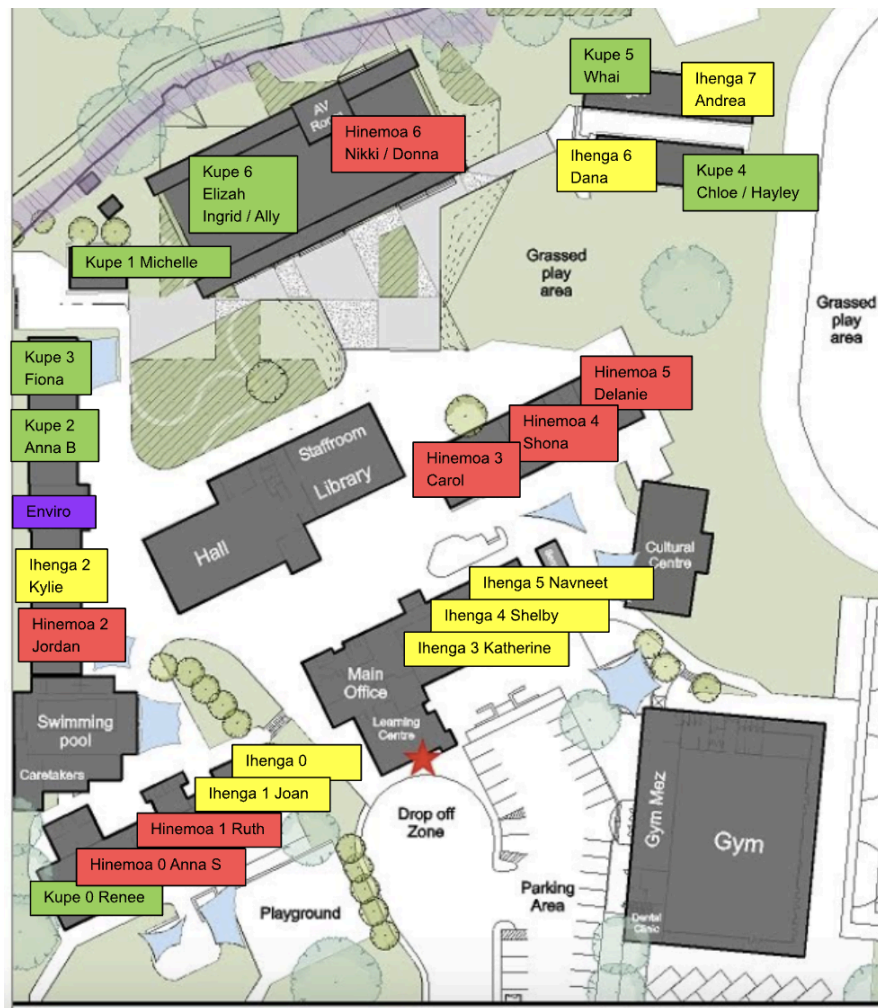
Children are encouraged to bring healthy food for lunch. Children can order lunch any day of the week online via [www.lunchonline.co.nz](http://www.lunchonline.co.nz). Orders must be placed ONLINE before 9.00am. Ordered lunches are delivered to children in their classes at 12.30pm each day.

## **LUNCH TIME RECREATION**

Staff volunteer to organise sporting, cultural or recreational activities throughout the term. We endeavour to provide activities such as choir, drama, sports coaching, craft clubs, Kapa Haka and senior choir, depending on teacher skills and children's interest. Parent support is welcomed. Lunchtime sport is organised to involve children from juniors to seniors and is taken daily. Activities can range from T-ball class competitions, coaching of school teams to supervised use of Waitawa Bush.



## MAP OF THE SCHOOL



## MOKOIA ASSOCIATION LINKS

Through the Mokoia Community Association we have access to a number of different services such as:

**Counselling** – The counsellor can help with life stresses that you may be facing, e.g. grief and loss, stress, family violence, relationships, work/life balance.

**Piripoho Navigator** – The Piripoho Navigator can support those children aged 0 – 18 years who need assistance with basic needs such as finances, health, advocacy or housing. Piripoho Navigator can work with these families over a year if needed.

What you can expect:

- ☐ Confidentiality
- ☐ Judgment free support
- ☐ Time to get to know you and fully understanding what is happening
- ☐ Assistance to connect with your own knowledge, people and resources to help deal with the challenges you are facing
- ☐ Progress towards improving wellbeing
- ☐ Links to other support services within our community network
- ☐ Working alongside others you may be working with as well

## MILK AND WEET-BIX

We have free school milk and weet-bix on offer every day. Please fill in the milk and weet-bix permission form in your child's enrolment pack or via the school website. [www.lynmoreschool.nz](http://www.lynmoreschool.nz)

## **NEWSLETTERS**

The school newsletter goes out every Thursday via email, on the website and via the Lynmore School app. This newsletter is a very important link between home and school - a weekly communication of school events, acknowledgements and requests. There is limited space available in the newsletter for community notices as school items must take priority. We also have extensive school information on our website [www.lynmore.school.nz](http://www.lynmore.school.nz). Parents can opt for the school newsletter via email, or on the Lynmore School app.

## **OFFICE HOURS**

8.15am - 4.00pm

## **ROCK BAND**

Children wishing to develop music may join the school rock band following selection and subject to skill level. They practise weekly and perform regularly throughout the year.

## **PARENTS AND TEACHER ASSOCIATION (P.T.A)**

We have a very active group of parents who support our students and teachers in a variety of ways. If you wish to offer your services, meetings are advertised in the school newsletter. Each year the P.T.A runs a variety of school activities. They meet monthly at 6.45pm in the school staffroom and are always looking for new members.

## **PARENT HELP**

Parents are invited to assist in the life of the school. Parents are fully involved with supervision of road patrols, classroom helpers, library, making resources and serving on committees. Parent help is an essential element of the school's effectiveness. We acknowledge the support we do have and actively seek new parents to assist and support our work. If you have time to spare to work in a classroom please approach your child's teacher at any time.

## **PC4L – POSITIVE CULTURE FOR LEARNING**

PC4L is an evidence-based framework for implementation that looks at behaviour and learning from a whole-of-school as well as an individual student perspective. It provides the school with a process for teaching social and behavioural skills and helps to develop a positive, proactive, and systematic approach based on school data. It takes the approach that opportunities for learning and achievement increase if:

- ☐ The environment is positive and supportive
- ☐ Expectations are consistently taught expected behaviours
- ☐ Expected behaviours are consistently acknowledged
- ☐ Inappropriate behaviours are consistently responded to in a fair and equitable way

## **PHYSICAL EDUCATION**

Sport and physical education are important to our school. Participation in team sports develops personal characteristics of teamwork, accepting success and failure, individual contribution to team effort and so on.

Children will have 45 - 60 minutes weekly in the school gymnasium. Programmes will cover the full range of activities including ball skills, team games and athletics. Your child will also participate in regular fitness programmes up to 4 times of 10 minutes weekly. We encourage all children to be active and promote a healthy lifestyle.

## **PRINCIPAL AWARD**

Each week teachers can nominate a child for some form of excellence in their class. This child receives an award in his/her class and an acknowledgement in Thursday's newsletter and Friday's community assembly at 2.00pm.

## **PUBERTY**

Is taught in Term 4 in Year 5 & Year 6. Parents are invited in before the programme runs to find out about the content. Children can be withdrawn from specific lessons in the programme by parents by contacting the Deputy Principal, Michael Cunliffe  
[Michael.cunliffe@lynmore.school.nz](mailto:Michael.cunliffe@lynmore.school.nz)

## **PUBLIC HEALTH NURSE**

Parents may refer their child to the Public Health Nurse at any time for examination. Parents may be present at the time of examination, but this isn't necessary. The Public Health Nurses in the Rotorua area are employed by the Lakes DHB and are assigned primary and intermediate schools where we work closely with the teachers and staff.

They are available to support children, young people and their families to navigate through health care, social agencies and services. They can also provide health information and advice and work closely with schools as well as visiting families and whānau in their homes for follow up and helping them access the support they need.

Their health services include:

- ☐ Clinical assistance with health issues
- ☐ Information on healthy choices, promotion of well-being and prevention of illness
- ☐ Referrals to specialist services

They can help with many child health issues, including:

- ☐ Dental
- ☐ Eczema
- ☐ Skin Infections
- ☐ Asthma
- ☐ Allergies
- ☐ Wetting, soiling
- ☐ Vision and hearing problems
- ☐ Mental illness
- ☐ Immunisation

## **REPORTING TO PARENTS**

You will be invited to attend your child's Personal Education Plan (P.E.P) once a term or more if needed. A P.E.P is constructed by all stakeholders – the learner, the teacher and the caregivers/parents. The focus of the P.E.P will be around the building of key competencies (Relating to Others, Participating and Contributing, Managing Self, Thinking, Using Language, Symbol and Text) in the context of Reading, Writing, Math, P.E, Science, Social Sciences etc. A P.E.P is a celebration of achievements and it develops strategies for how the teacher, learner and home can support the achievement of the next steps.

## **RELIGIOUS EDUCATION**

A community survey was last completed in 2021. R.E. is taught by the Go Bananaz group who are a Christian based group. Only Year 5 and 6 children take part in R.E. for 30 minutes a fortnight (Monday afternoon). Children can be enrolled into this christian based values programme by completing the permission form from the office.

## **ROAD SAFETY**

Every care is taken in promoting road safety. As concerned parents/caregivers we ask you to actively support road safety rules:

- ☐ Insist your child uses the patrolled pedestrian crossing. Set an example by using the crossing yourself. Children respond to your example.

- ☐ Before and after school please park your car away from the school entrances or yellow lines.
- ☐ Larcy Road exit is available for children who live in Lynmore Ave, Selwyn Road, around Selwyn Road Reserve area.
- ☐ Do not park on yellow lines, over private driveways or on grass verges as this may result in a traffic infringement notice being issued by N.Z. Police.

### **SCHOOL CAR PARK**

This is for teaching staff only. Car parking is allocated to individual teachers so please do not park in their spaces.

### **SCHOOL COUNCIL**

A School Council of pupils will operate during the year. Any Year 5 and 6 students can choose to be part of the weekly school council meetings, held before school on Wednesdays, throughout Term 1. In Term 2 this has reduced and those remaining become badge wearing councillors who report the business of the council to their own class and buddy classes in middle and junior school. The council elects a Chairperson, Deputy Chair, 3 Secretaries and a squad of up to 6 students who are the treasury. The council organises and runs mufti-days, dress up days for fundraisers throughout the year, at a rate of 2 per term. The council also runs a Friendship Bench, where children can go if they are in need of a friend during break times. Councillors report to the school assembly at community time, up-dating on what the council are planning. Visits are planned for the school council to visit the Mayor in her workplace, and to another school council at a Rotorua school.

### **SCHOOL PATROL**

Selected Year 6 pupils maintain an oversight of the school crossing from 8.15am - 9.00am and 2.45 - 3.10pm daily. Parent volunteers supervise these pupils. The pupils are trained by the NZ Police. Please support by:

- ☐ Waiting behind white lines marked on the footpath
- ☐ Crossing on the patrol child's command that it is safe to cross
- ☐ Using the crossing at all times
- ☐ Role modelling safe pedestrian practices

### **SPECIAL NEEDS/ABILITIES**

Each year special teaching programmes are put into place to assist children who have special learning needs and abilities. These needs cover a wide range and benefit pupils with learning difficulties and those who need extension programmes. The procedures used to identify special needs are very broad and involve parents.

# STAFF

## Lynmore School Organisation 2024

Hinei Taute	Principal		
Michael Cunliffe	Deputy Principal - Whare Ako Kupe; Year 5/6 students		
Lisa Hohepa	Deputy Principal - Whare Ako Hinemoa; Year 3/4 students		
Karen Belt	Deputy Principal - Whare Ako Ihenga; Year 0, 1 & 2 students		
		Room Number	Year group
<b>Whare Ako Kupe</b> Co-Leaders Elizah Ward and Whaiatua Eparaima	Elizah Ward, Ingrid Fisher and Ally Green	Kupe 6	Yr 5 / Yr 6
	Whaiatua Eparaima	Kupe 5	Yr 3 / Yr 4
	Chloe Deaker and Hayley Bowen	Kupe 4	Yr 3 / Yr 4
	Fiona Follas	Kupe 3	Yr 2
	Anna Bird	Kupe 2	Yr 2
	Michelle Van Schadewijk	Kupe 1	Yr 1
	Renee Mills	Kupe 0	Yr 1
<b>Whare Ako Hinemoa</b> Co-Leaders Shona Gibbs and Ruth Edwards	Nikki Filipo and Donna Bloor	Hinemoa 6	Yr 6 / Yr 5
	Delanie Fisher	Hinemoa 5	Yr 3 / Yr 4
	Shona Gibbs	Hinemoa 4	Yr 3 / Yr 4
	Carol Fernando	Hinemoa 3	Yr 3 / Yr 4
	Jordan Birt	Hinemoa 2	Yr 2
	Ruth Edwards	Hinemoa 1	Yr 1
	Anna Schlotjes	Hinemoa 0	Yr 1
<b>Whare Ako Ihenga</b> Co-Leaders Dana Thompson and Kylie Van der westhuizen	Andrea Tapsell	Ihenga 7	Yr 6 / Yr 5
	Dana Thompson	Ihenga 6	Yr 6 / Yr 5
	Navneet Singh	Ihenga 5	Yr 3 / Yr 4
	Shelby Cuff	Ihenga 4	Yr 3 / Yr 4

	Katherine Yun Yuan	Ihenga 3	Yr 3 / Yr 4
	Kylie Van der westhuizen	Ihenga 2	Yr 2
	Joan Butt	Ihenga 1	Yr 1
<b>Non Classroom Teachers</b>			
Sian Twiddy	Literacy enrichment - Release teacher		N/A
Wendy Watson	ELL /ORS, Release teacher		N/A
Stacey Macdonald	P.E. - Release teacher		N/A
Ben Kidd	The Arts - Release teacher		N/A
Verity Short	Authorship PLD		N/A
Yosuke Hase	Environmental PLD		N/A

### STATIONERY

Stationery is available online from Office Max. A stationery list is available by going to <https://www.myschool.co.nz> and typing in Lynmore School. Stationery can be delivered to your home address via the myschool website. Stationery bought at the beginning of the year is not expected to last the full year as pens/pencils etc. will inevitably run out.

### SWIMMING

Our pool building is undergoing an upgrade in late 2023 and should be available for school use in 2024.

### TE REO AND TIKANGA MAORI

Teachers are beginning to regularly use Te Reo Maori in their classrooms and there is a focus on children learning about the history of the land that the school sits on as well as the surrounding land.

### TERM DATES

Term 1: 30th January - 12th April  
Term 2: 29th April - 5th July  
Term 3: 22nd July - 27th September  
Term 4: 14th October - 13th December

### PUBLIC HOLIDAYS

- Waitangi Day - 6th February
- Good Friday - 29th March
- Easter Monday - 1st April
- Easter Tuesday - 2nd April
- ANZAC Day - 25th April (during school holidays)
- King's Birthday - 3rd June
- Matariki - 28th June
- Labour Day - 28th October

### SUPERVISION DURING BREAK TIMES

Each area of the school has duty teachers who supervise designated areas. The duty teachers carry a duty bag containing plasters and other first aid equipment. They wear a brightly coloured vest to enable them to be easily spotted in the playground.



## UNIFORM

School uniform is compulsory for all children and is available from NZ Uniforms Ltd on Ranolf Street in Rotorua. A school hat is required to be worn in Terms 1 and 4. Please name all uniform items. Shoes need to be dark in colour to match the uniform (black, blue, brown, grey, etc.). **No Jandals to be worn at school.**

## VALUES

Values are developed through students' experience of the total learning environment both at home and at school. For these values to be developed at school they are integrated into teaching and learning and reflected and highlighted in the day-to-day culture of the school. We acknowledge parents as first teachers and the role they play in setting values. Values that become a habit today develop the citizen of tomorrow. Please see below for the Lynmore School values.

- ☐ **Aroha**
- ☐ **Curiosity**
- ☐ **Courage**
- ☐ **Integrity**

## VOLUNTARY DONATION AND EOTC (Education Outside of Classroom)

Since 2020 there has been a change in the activity fee and donations, which has had a significant impact on our ability to pay for school trips and activities outside the classroom. As a decile 9 school we are no longer able to ask for money for trips and are also not eligible for the \$150.00 per child, which is available to every other school in Rotorua directly from the government. We will essentially be relying on the goodwill of parents in paying some or all of the \$150.00 donation to enable us to run school trips.

### As a comparison in terms of funding from the Government

A decile 1 school receives around \$900 per annum per pupil operational funding PLUS \$150 per annum per pupil paid activity fee directly from the government. A decile 10 school receives around \$25 per annum per pupil operational funding and no activity fee.

Lynmore School is a decile 9 school and so we are by far the lowest funded school in Rotorua city per capita by the government, there are no decile 8 schools and Otonga is a decile 7 and as such IS awarded the \$150 activity fee per pupil.

We are still able to ask parents for a voluntary donation, which we have set this year at \$150 for the first child, and \$75 for subsequent children. You can pay this off on automatic payment over the year if you prefer or pay the voluntary donation in one go. The school bank account number is: [Westpac—031552 0181545 00](tel:031552018154500)

The reality is without most people paying the voluntary donation we will not have many trips outside of the classroom unless they are virtually free in 2023. Camps / surf safety etc. will be similarly impacted.

We look forward to working with you and your child and sincerely welcome you to the Lynmore School community.

The school website has regularly updated information and always has the latest newsletter available for download if you are missing any information. Download the Lynmore School app from our website.

We always welcome your feedback. Please feel free to email me anytime.

Very best wishes and a warm welcome to Lynmore School.

Hinei Taute  
Principal  
Lynmore School