



Lynmore School

Prospectus

2020

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 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 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.

Lorraine Taylor
Principal
Lynmore School
Rotorua

Contacts

Phone: (07) 345 9850

Lynmore School app. available for download from your app. store

QR code can be scanned by your smart phone to link to our website

Dental Clinic: (07) 345 9750

Contacts:

Principal: Lorraine Taylor
lorraine.taylor@lynmore.school.nz

Deputy Principal / Acting Principal (Year 5-6): Michael Cunliffe
Michael.cunliffe@lynmore.school.nz

Deputy Principal (Year 3-4): Billinda Connolly-Tevendale
Billinda.connolly-tevendale@lynmore.school.nz

Assistant Principal (NE-Year 2): Bernie Cunliffe
Bernie.cunliffe@lynmore.school.nz

Assistant Principal / SENCo (Special Educational Needs Co-ordinator): Shelly Lamb
Shelly.lamb@lynmore.school.nz

Accounts and Payroll: Kerrie Ryan
Officeadmin@lynmore.school.nz

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

Website: www.lynmore.school.nz

Vision Statement

Keep Moving, Keep Learning, Keep Growing

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APP

We have a Lynmore School app., which is free to download from your app store for Android, iPhone and iPad.

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
- Text 021 072 5361
- Email your child's classroom teacher directly (all staff emails follow the same format – 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 phone 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.

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. A child receives a Gold, Silver or Bronze award at the end of the year in a community assembly depending on how many tasks have been completed.

AFTER SCHOOL CARE

The fabulous team from YMCA run 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 programme they are running. For further information please phone: 021 363 325 or 021 590 172 or email: ymcaturanga.org.nz

AFTER SCHOOL SPORTS

Our school enters teams in netball, hockey and miniball in the winter and touch, volleyball, 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 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 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

BICYLES 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 4,5,6 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:

- Lorraine Taylor (Principal)
- Craig Kilmister (Chairperson)
- Hancine Samvelyan
- Simon Papps
- Kendall Russ
- Liza Santos
- 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.

BOOK CLUB

Scholastic Book club is a means of obtaining good quality books in paperback edition at reduced costs. Children are supplied with an illustrated list to take home where requirements are marked on an order form which is then returned to school by a required date with the payment for the books requested. Parents are also able to order books directly from bookclub.scholastic.co.nz. Purchasing books is purely voluntary. Cheques should be made out to Scholastic New Zealand Ltd with name, address and phone number on the back. This occurs once per term.

BOOK FAIRS

During the year we offer parents and children an opportunity to purchase books at school. Profits from sales support the purchase of books for the library.

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
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Goal - 2018-2020 - 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 is 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 student learning institution device for 2017 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 maybe 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 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 them 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 Apps 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 Drive is a fantastic platform for working collaboratively on and saving work, it has limitations for sharing work and progress. At the moment Lynmore School utilise Seesaw as an online learning portfolio that connect the student and their learning journey with the teacher and the whanau. This will provide families a real time view of learning (inclusive of assessment).

Will my children develop digital citizenship? - Lynmore School already teach this, but there will be a greater focus in this year. 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 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://www.ipadinschools.com/>
- <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. 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 welcomed. Adult volunteers are invited to help supervise small groups of children under the overall control of the teacher. Children are to wear school uniform 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 having a starting school pack which you can pick up from the office. The following are our school entry dates for 2020 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/ninetoon/audio/201844291/does-nz-education-policy-align-with-recognised-research>

Term 1		School Entry Group	
Monday 3rd February		Cohort 120	
Friday 28th February		Cohort 220	
Term 2		School Entry Group	
Tuesday 28th April		Cohort 320	
Tuesday 2nd June		Cohort 420	
Term 3		School Entry Group	
Monday 20th July		Cohort 520	
Monday 31st August		Cohort 620	
Term 4		School Entry Group	
Monday 12th October		Cohort 720	
Monday 23rd November		Cohort 820	

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 Principal / Assistant Principal 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

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 2.15 - 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.

DENTAL SERVICES

Hours 8.30am - 4.00pm daily. Phone 07 345 9750.

We provide regular dental care for school pupils and pre-schoolers. Parents are welcome to visit or ring 07 3459750 if you have any queries about your child's teeth or dental treatment. Any emergency treatment required during the school holidays phone 07 348 1199 ext. 8504 or during the weekends phone the St Johns Ambulance for the emergency dentist.

DROP OFF/PICK UP ZONE

It is essential that you do not park in this area outside the school between 8.00 – 9.10am and 2.45 – 3.45pm.

This is a vital area to enable parents and caregivers a quick and safe area to drop children off and pick them up. If your child is not ready we request that you move out of the area to enable continual flow. **The pick-up zone opens at 3.10pm** in the afternoon, for collection of homeward bound children.

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 aids. 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

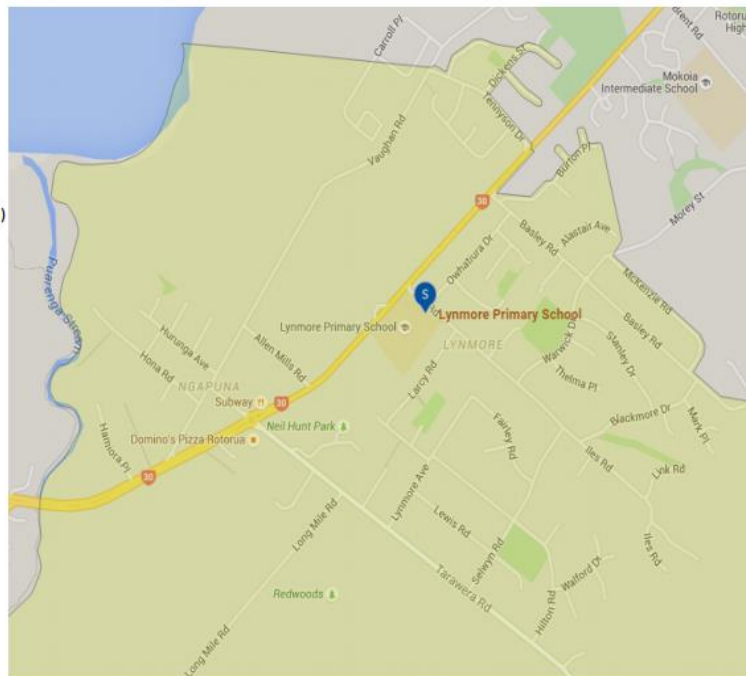
Priority Five: Will be given to applicants who are children of Board employees

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 work on environmental issues and projects.

ESOL

For those children with English as Second Language, (ESOL) special support is given through specialist teacher and teacher aid 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 Assistant Principal, Shelly Lamb shelly.lamb@lynmore.school.nz

FACILITIES FOR HIRE

The gymnasium and hall are available for hire. Please enquire through the office officeadmin@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 Assistant Principal, Shelly Lamb 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 interested 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 Trustee.

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.

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.

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.

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.*

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, Lorraine Taylor:

lorraine.taylor@lynmore.school.nz

INTER SCHOOL ACADEMIC EVENTS

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

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 afternoon sessions leading up to the 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 taking your children out of school for an extended period during school time a written letter or e-mail 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 the Deputy/Assistant Principal via prior parent arrangement. All children must be signed out at the office.

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.

Library hours

8.45am – 8.55am

12.30 – 1.00pm

3.00 – 3.15pm (If accompanied by adult).

Children also visit the library during the week with their classes.

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 lunches. Children can order lunch any day of the week online via www.lunchonline.co.nz. Orders must be placed ONLINE before 8.00am. 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

We have free school milk on offer every day. Please fill in the milk permission form in your child's enrolment pack or via the school website. www.lynmore.school.nz

NEWSLETTERS

The school newsletter goes out every Thursday via email, on the website or 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. Parents can opt for the school newsletter via email, or on the Lynmore School app.

OFFICE HOURS

8.15am - 4.15pm

ORCHESTRA/ROCK BAND

Children wishing to develop music may join the school orchestra, 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 including a school gala. 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.

PB4L – POSITIVE BEHAVIOUR FOR LEARNING

PB4L 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 teacher 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 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 2.15pm.

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

PUBLIC HEALTH NURSE

Parents may refer their child to the Public Health Nurse at anytime 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 2019. R.E. is taught by the Cool Bananas group who are a Christian group. Only Year 5 and 6 children take part in R.E. for 30 minutes a week (Monday afternoon) each week. Children can be withdrawn from R.E. by emailing or writing a note to the Deputy Principal – Michael Cunliffe

michael.cunliffe@lynmore.school.nz

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 Fridays, 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 elect a Chairperson, Deputy Chair, 3 Secretaries and a squad of 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 run 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 8.25am - 9.00am and 2.55 - 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 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 2020

Lorraine Taylor	Principal		
Michael Cunliffe	Deputy Principal		
Billinda Connolly-Tevendale	Deputy Principal		
Shelly Lamb	Assistant Principal - SENCo/Pastoral/Release		
Bernie Cunliffe	Assistant Principal for the Junior School/Team Leader		
Pua Team (Blossoming) Year 5/ 6 team – 8 classes		Room Number	
Yr 5/6 Leader Amy Garrood	Andrew Doyle	8	
	Josh Martelli	8	
	Andrea Tapsell	7	
Yr 5/6 Leader Andrea Tapsell			
	Kerryn Barker	3	
	Anastasia Collier	1	
	Nikki Filipo	2	
	Amy Garrood	1a	
Māhuri Team (Young Trees) Year 3/4 team – 8 classes			
Yr 4/3 Leader Karen Belt	Fiona Follas	6	
	Karen Belt	5	
	Kate Dekker/ Emma Cunliffe	4	
Yr 4/3 Leader Sam Harliwich			
	Navneet Singh	16a	
	Sam Harliwich	17	
	Shona Gibbs	16	
	Gareth Thomas	17a	
Yr 2/1 Team Leader Brittany Eriksen	Philipa Johnson	18	
	Brittany Eriksen	19	
	Kirsty Prescott	22	
	Nikki Rowe	21	
Yr 1/0 Team Leader Bernie Cunliffe	Bernie Cunliffe	25	
	Shelly Taylor	26	
	Abbey Bissoon	24	
	Joan Butt	23	
Non Classroom Teachers			
Maddy Johnston			
Gaelene Faulkner			
Ingrid Fisher			
Wendy Watson			
Stacey MacDonald			
Verity Short			

STATIONERY

Stationery is available from Office Max on Fenton Street Rotorua. 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 is heated and indoor. Children will receive targeted instruction in Terms 1 and 4. For the programme to be successful full participation of your child is essential. Additional swimming lessons are available after school throughout the year. Contact Alastair Johnson at

Swim2XL@gmail.com

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:	29 January – 9 April
Term 2:	28 April – 3 July
Term 3:	20 July – 25 September
Term 4:	12 October – 11 December

PUBLIC HOLIDAYS

- Waitangi Day — Thursday 6th February
- Good Friday — Friday 10th April
- ANZAC Day — Wednesday 27th April
- Queen's Birthday — Monday 1st June
- Labour Day — Monday 26th 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 be 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)

This year will see a change in the activity fee and donations, which will have 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](#)

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 2020. 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 your app. Store.

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

Very best wishes and a warm welcome to Lynmore School.

Lorraine Taylor
Principal
Lynmore School