



# ENROLMENT Information

## Our Vision Statement

The Salford School Vision statement is visually depicted by significant features that were identified by staff at the beginning of year retreat.

This followed community consultation and statement, which states;

**“To be a community of learners, empowering our student learners to achieve excellence and make a positive difference to their lives and the lives of others.”**

“Kia whakawhanake he haapori aakonga, kit e whakamana o taatou aakonga, kia hiring tutuki hei mahi he rerekeetanga takatika ki oo raatou ake ornanga me ngaa orange o te Aao Whaanui”

*We will achieve this vision by:*

1. **Teacher Inquiry**– providing an essential component in ongoing learning and development
2. **Social Action** –using the new knowledge to improve their own lives and the lives of others
3. **Evidence** –informing all decisions and actions
4. **Reflection** –an essential part of all processes and practice
5. **Celebration** –recognizing and acknowledging achievement and success
6. **Consistency** –in all aspects of practice, behaviour and expectations

## The Story of our logo:

To be a community of learners, empowering our student learners to achieve excellence and make a positive difference to their lives and the lives of others.

**Community of learners** – This is represented by the iconic Salford people who depict the Salford learners.

**Empowering** – This is represented by the yellow sun.

**Excellence** – This was the Mountain Range, which is the Takatimus, visible from our location.

**Making a Difference** – This was suggested to shorten the actual vision statement. It was felt that students and staff would always be able to articulate the meaning behind the vision statement by adopting the “making a difference” statement. All of the learning we collaboratively plan, teach and deliver is intended to make a difference. Our Inquiry units have a social action that is intended to make a difference to their lives or in the global perspective.

The tree was an umbrella over the learners representing a strong foundation in Literacy and Numeracy; these were identified at community consultation as cornerstones of all learning. The branches and leaves symbolise the personalised learning pathways provided for our students through Inquiry Learning but the foundations of the strong roots of Literacy and Numeracy are essential to achieve this growth.

The green is the reserve that students have developed in a partnership with the Invercargill City Council and borders our school grounds. It represents the sustainability focus of caring for our environment and has been a very successful development now used and enjoyed by the local community on a daily basis.

The blue ocean and the blue river represent the Waihopai river that is bordering our reserve, this is our awa or river. The ocean was the significance of the learning journey we participate in on our pathway to being a citizen of the world. This meant the journey from the mountains to the sea and the future.

The road symbolises the lifelong learning journey that they have embarked upon.



## Contact Details

### General

School Address	110 Lamond Street East, Hargest, Invercargill 9810
School Office	03 217 9521 Email: <a href="mailto:admin@salford.school.nz">admin@salford.school.nz</a>
Website	<a href="http://www.salford.school.nz">www.salford.school.nz</a>
Newsletter	<a href="mailto:admin@salford.school.nz">admin@salford.school.nz</a> (for content)
Absences	03 217 9521 <a href="mailto:admin@salford.school.nz">admin@salford.school.nz</a> <a href="http://www.salford.school.nz">www.salford.school.nz</a> (complete absence notification)
Dental Therapist	Waihopai Dental Clinic 03 218 7744
Salford School PTA	<a href="mailto:salfordpta@gmail.com">salfordpta@gmail.com</a> <a href="http://www.salford.school.nz">www.salford.school.nz</a> (PTA Page – complete contact form)

### Staff:

Principal	Kevin Orlowski 03 217 9521 <a href="mailto:principalk@salford.school.nz">principalk@salford.school.nz</a>
Deputy Principal	Jo Griffin 03 217 9521 <a href="mailto:jo@salford.school.nz">jo@salford.school.nz</a>
Assistant Principal	Paula Wheeler 03 217 9521 <a href="mailto:paula@salford.school.nz">paula@salford.school.nz</a>

## Enrollment Procedures:

When a child is enrolled at school, some personal information is required.

This involves such aspects as family placement, health background, interests. Such information becomes part of school records and enables teachers to make informed decisions about your child. A school electronic data record is started and relevant academic and health information is entered. This record follows the child through the classes.



**Note:** It is a Ministry of Education requirement that we sight/copy of a birth certificate or passport for a 5 year old child along with the child's Immunization Certificate. A copy of the immunization certificate will be retained by the school and details entered into the student electronic data record.

This certificate shows the level of immunization and is essential should the school experience an outbreak such as measles.

### **Student Data:**

An electronic record is kept of student personal information on the school's Student Management System and it is essential that this information relating to primary contacts, secondary contacts, emergency contacts, changes of address, telephone numbers and email addresses are at all times kept current. A contact details sheet can be completed by going to the schools website [www.salford.school.nz](http://www.salford.school.nz)

## 5-Year old Admission

Children may start school on their fifth birthday.

- There are three pre-entry visits before your child turns 5. You will be advised of the pre-entry visits six weeks prior to your child's fifth birthday. If the arranged dates do not suit, contact the school immediately and alternative arrangements will be made.
- You are welcome to come into school to discuss your child's entry to Salford School at any time. Contact school for an appointment on 03 217 9521.



- Your pre-entry letter will have included, a uniform order list, stationery list, milk permission slip, Well Health Child Form and any other information relevant to your child starting at Salford School.
- **New Entrant Information Evenings** are held by the school **each term**, where you will have the opportunity to meet the New Entrant Teacher and learn about the programmes offer at Salford School. An invitation will be forwarded to you in the term prior to your child starting school.

## **GENERAL INFORMATION 2015**

Term Dates:	Term 1:	Monday 2 February to Thursday 2 April
	Term 2:	Monday 20 April to Friday 3 July
	Term 3:	Monday 20 July to Friday 25 September
	Term 4:	Monday 12 October to Wednesday 16 December.

### **Other holidays**

**Section 65C of the Education Act 1989** states that every board shall ensure that all schools it administers are closed on Saturdays, Sundays and on the following days:

- Waitangi Day
- Good Friday
- Easter Monday
- ANZAC Day
- Queens Birthday
- Labour Day

<b>Bell Times:</b>	<b>8:30am</b>	Students may enter the school
	<i>8:50am</i>	<i>First bell for students prepare to go to class</i>
	<b>9:00am</b>	Second bell—Morning lessons commence
	<b>11:00am</b>	Morning tea
	<b>11:20am</b>	Morning lessons continue
	<b>12:30pm</b>	Lunch break
	<i>12:40pm</i>	<i>Students released for play</i>
	<i>1:25pm</i>	<i>First bell for students prepare to go to class</i>
	<b>1:30pm</b>	Second bell—Afternoon lessons commence
	<b>3:00pm</b>	School finishes.

## Salford School Enrolment Scheme

Salford School has adopted an enrolment scheme. This is a mechanism for controlling overcrowding in state schools. It requires the school to define a “Home Zone” and to manage its roll around an “optimum roll”.

Any student living within the Home Zone who wishes to attend the school is, by law, automatically entitled to enroll, even if the school roll is above the optimum number.

An enrolment scheme also requires a school to put in place a procedure for managing enrolments of students who live outside the home zone, but wish to attend the school. The process that the school must follow is a legal requirement, and required process.

### Enrolment Zone Boundaries are:

North	Waihopai River from Queens Drive to Racecourse Road
West	Queens Drive from Layard Street to the Waihopai River. West side from 444
	Queens Drive. East side from James Hargest College.
South	Layard Street from Queens Drive to Racecourse Road. Properties on the south side of Layard Street <b>are not</b> included
East	Racecourse Road from Layard Street to Waihopai River. All Racecourse Road properties are included in the zone, on the east side from 351 and on the west from James Hargest College. Both sides of Auburn Road are included in the zone.



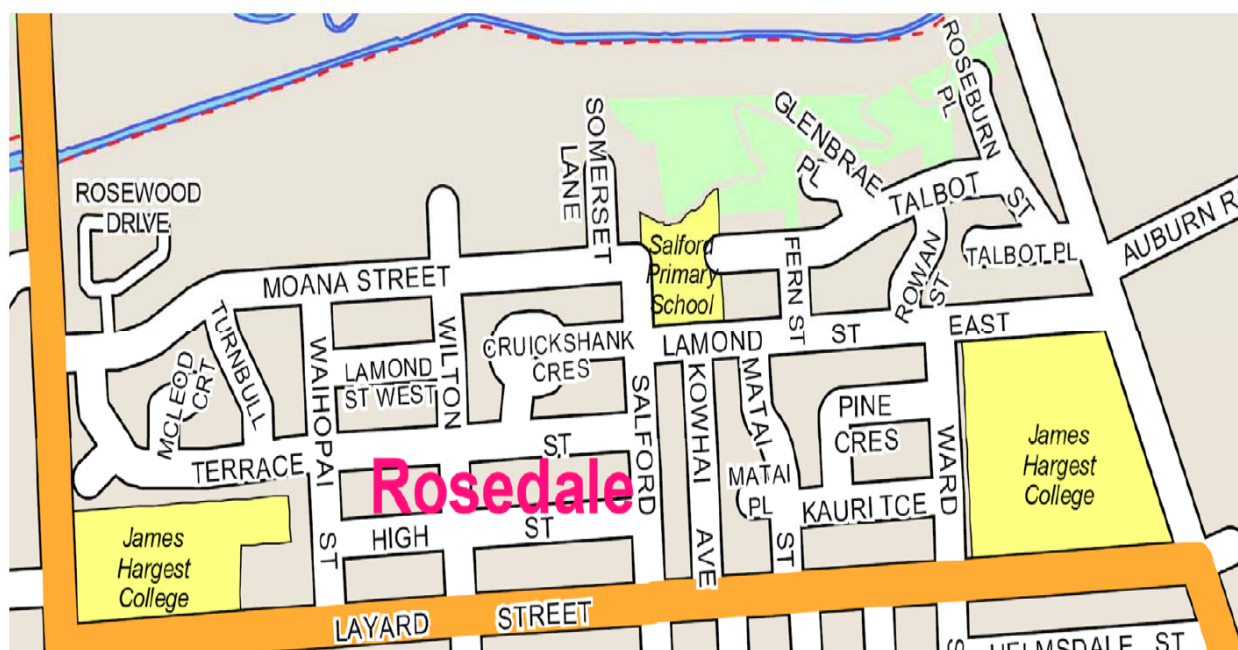
## Out of Zone Enrolments

- Biannually the Board of Trustees will determine the number of places likely to be available to out of zone students seeking to enroll for the following enrolment period. This information will be published as a public notice in the local newspaper, together with the year level and closing date for application. Notification will be made in Terms two and four.
- Applications for enrolment will be processed according to the following priorities:

Priority 1	Applications from siblings of current students
Priority 2	Applications from siblings of former students
Priority 3	Applications from children of Board employees
Priority 4	Applications from all other children.

Where there are more applications in priority groups 1, 2, 3 and 4 than there are places available, selection within the priority group will be conducted in accordance with the instructions issued by the Secretary of Education under section 11G (i) of the Education Act 1989. Parents will be informed of the date of any ballot by publication of a notice in a daily or community newspaper.

## Enrolment Zone Boundaries.



## Voluntary Contribution

The grants from the 'Government' are never sufficient to cover all the school's expenses. While fundraising activities are run by the PTA, we also ask you to make a voluntary donation towards the cost of your child's education.

The Voluntary Donation is set at **\$45.00 per child per term.**

## Stationery Requirements

Stationery lists for all year levels can be found on the Schools Website. General school stationery is not sold through the School.

Parents of New Entrant students will be provided with a New Entrant Stationery list when they are advised of their child's preschool visit dates.

### **NOTE:**

If your child is issued with any one of the following stationery items an account will be forwarded to you:

- **Book Bag** - preprinted with the Salford Logo—**\$11.50**
- **Reading Log**—Junior School only—**\$5.00**

**All books and equipment should be clearly named and if possible delivered to the classroom teacher.**

## **Reporting to Parents:**

Class teachers are responsible for the monitoring, assessment and evaluation of all pupils in their care. Written reports are the methods for reporting to Parents and are issued in Terms 2 and 4, with 3-Way Learning Conference Interviews held in Terms 1 and 3. Should you observe any changes in your child's progress, please ring the school office for an appointment to discuss your concerns with the class teachers.

## **Formal / Informal Interviews with Teaching Staff:**

The Staff welcomes opportunities to meet parents and discuss school progress or matters of concern.

To avoid finding teachers unavailable when they call, parents are asked to make their initial appointment through the school office. This practice also ensures that parents concerns are heard and addressed.

## **Parking:**

### **DROP OFF ZONE:**

Parents are **not permitted** to park cars in the drop off zone to go and collect a student from the classroom. This area is for **pick up and drop off** of students only.

### **NO PARKING AREAS:**

Lamond and Salford Street. Parents please be aware, the no parking areas are to ensure that there is a clear view for both the motorist and the student, and if parked on these areas.

Please do not park across neighbours driveways when arriving at school to collect your child.

Regular patrols of the vicinity are carried out by both the ICC and the Police and you could be ticketed therefore we encourage you to preserve safe driving practices.

## **CROSSINGS:**

All children and parents are encouraged to use the identified crossings on Lamond and Salford Street. Students are on Road Patrol from 8:30am to 8:50am and from 2:55pm to 3:15pm daily.

## **ABSENCES:**

Student absences must be advised to the school office by 9.00am each morning. This can be actioned by telephone or online by completing the "Record a Student Absence" form on the News Centre Page of the School's Website. Failure to advise, will result in a call to ascertain the safety of your child under the Schools Health and Safety Policy.



**SCHOOL UNIFORM** is supplied by UniformNZ, Airport Avenue, Invercargill Airport.

**Salford has a uniform that is compulsory for all students:**

**Girls:** Navy Blue Skort, Navy Blue trackpants.

**Boys:** Navy Blue long pants, cargo shorts, or 3/4 cargo shorts, and Navy Blue trackpants.

**Unisex uniform items:**

Polo Shirt—light blue with black trim (*Salford School logo embroidered left hand side*)

Navy Blue thermal/merino

Navy Blue long sleeved Polo Fleece—short zip (*Salford School logo embroidered left hand side*)

Navy Blue sleeveless Polo Fleece—full zip (*Salford School logo embroidered left hand side*)

Navy Blue Sunhats

**(Compulsory Terms 1 and 4)**

**Footwear:** Plain socks (white/black or navy). Girls can also wear navy tights in the winter as an option. Shoes **MUST** be practical and easily accessible. We recommend plain sports shoes.

*(Wheelie shoes, jandals, brightly coloured shoes, hi-tops and the like are neither suitable nor practical for students to wear at school)*

Uniform items listed here can be viewed on the UniformNZ website <https://salford.uniformnz.com> at the School Office, and either ordered online direct, or through the office.

**Available only from the School:**

Navy Blue Rugby Shirt—(*Salford School logo embroidered left hand side*)

You may also buy navy blue items from other outlets as long as they are in keeping with the Salford School Uniform.

Salford School PTA operates a small second hand uniform rack from which you can also purchase.

**ALL UNIFORM ITEMS MUST BE CLEARLY NAMED.**



## **LOST CLOTHING:**

Lost clothing items are stored in the Photocopy Room should you wish to look for an item your child has left at school. Named items can be returned to their rightful owners, but unnamed items cannot.

At **the end of each school term**, the lost property basket is checked for named items, which are left for the start of the new term, and any unnamed items are either donated to charity or the PTA.

Scooters and larger items left at school are housed overnight in the boiler room. To collect, please check at the office.

## **SCHOOL WEBSITE/FACEBOOK PAGE**

The school operates an effective Facebook Page and Website to distribute information to families.

**“Like”** our Facebook page to keep up to date with events and happenings at Salford.

Regularly visit both the Facebook page and the Website for the latest communications home.



## **AFTER SCHOOL CARE:**

After School Care is provided by the Board and Trustees and is available from **3.00—5.30pm**. This service is for Salford School Students only. Children must be registered to attend in order to be enrolled for the Service.

An Information Leaflet and Booking form is available on the website and can be picked up from the office, detailing costs and conditions of the service.

## Parent Teacher Association (PTA)

The Salford School Parent Teacher Association meets monthly and fundraises for extra resources for the students. You are welcome to join.

For details see the PTA section on the Salford School website.



## LUNCHESES:

- Daily:** **Heat Ups**—Students may bring homemade heat ups daily—these must be contained in a wrapping/container that is suitable to go into a pie warmer, be clearly named and delivered to the kitchen in the hall before 9.00.
- Monday:** **Pita Pit \$5.00**—Order envelopes available from the Office.
- Wednesday:** **Subway**—prices ranch from \$3.00 to \$7.50 – Order envelopes available from the Office.
- Thursday:** **Heat Ups**—Students are permitted to bring store bought items to school for the pie-warmer. These must be clearly named and delivered to the kitchen in the hall before 9.00.
- Friday:** **Sausage Sizzle—\$2.00**—PTA organised sausage sizzle—orders entered on classroom list.

Students **MUST NOT** bring food items that require reconstitution with hot water i.e. 3 minute noodles. Tables are not provided for the students, and there is a Health and Safety issue around children in relation to scolds and burns.

**An enrolment form can be downloaded from the Schools Website –**  
<http://www.salford.school.nz/enrolment.html>



# Learning to Learn

**Learning to Understand the Technological World**

- What processes can be used to investigate, problem solve and innovate?
- How do technologies influence our lives and impact on the way we live?
- How can we design a range of technological models and plans to create a product or system?

**Learning to Understand Physical Wellbeing**

- How can we care for and be resilient in our physical, mental and emotional and spiritual well being?
- How does our body work?
- How do we keep ourselves safe and healthy?
- How do the choices we make influence our well being?
- What influences our identity?
- What makes us who we are and how can we express this?

**Learning to Understand the Scientific World**

- What laws, systems and principles govern the way the physical world works?
- How do scientists work?
- What is the role of science in developing a sustainable future?
- What are the ethical challenges involved?
- How do reactions and the physical properties of these affect chemical processes?

**Learning to Think**  
Learning to Relate to Others

**Learning to Understand a Global World**

- How do communities organise themselves economically, socially and politically and how does this affect peoples lives?
- What makes communities unique locally and globally and how are they connected over time?
- How does identity shape our society?
- How do communities past and present make decisions and how do these affect peoples lives?
- What makes Arizona unique as a bi-cultural society and how does our culture define our point of difference in the wider world?

**Learning to use Language, Symbols and Texts**  
Learning to Participate and Contribute

- How can we explore how dance is used for different purposes in a variety of cultures and contexts?
- How can the conventions of drama create imagined worlds by linking imagination, thoughts and feelings?
- How can we use music to express and create sounds and ideas to enhance the cultural life of our school community?
- How can we engage in visual arts using processes and conventions to create static and time based art works?

**Learning to Appreciate the Arts**

