

# *Whakamau Akoranga, Whakamau ā Mua Owning our Learning – Owning our Future*



## LINTON CAMP SCHOOL

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Puttick Road, Linton Camp  
Palmerston North, 4820

[www.lintoncamp.school.nz](http://www.lintoncamp.school.nz)

## Whānau Information Handbook 2023



Kia Ora

Welcome to Linton Camp School.

“Owning our Learning, Owning our Future” is our motto. We believe that students who own their own learning are focused and more involved in what is going on in their classroom and therefore more likely to enjoy success at school.

In welcoming your family to Linton Camp School, we are inviting you to support your children to be in charge of their learning and their future.

The world is rapidly changing and 21<sup>st</sup> century learners live in a globally connected world which includes:

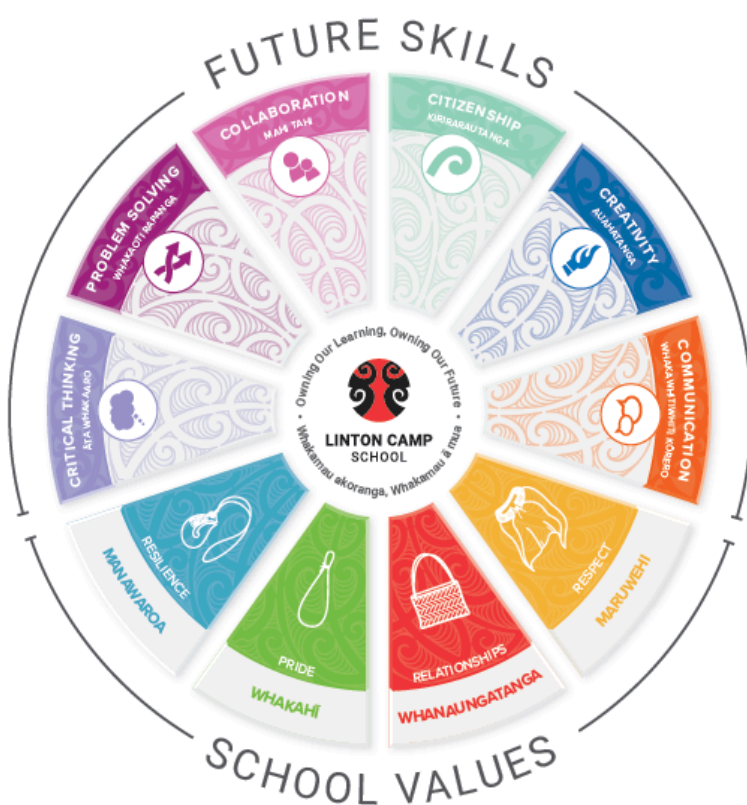
- Greater exposure to cultures other than one's own
- Changing patterns of work and social engagement
- Communication methods unrestricted by time and place
- Readily electronic access to abundant information
- A physical environment that is rapidly changing

Please read over the information in this booklet and feel free to ask any questions that are not answered in these pages.

**Matt Costley**

Principal

[principal@lintoncamp.school.nz](mailto:principal@lintoncamp.school.nz)



## Linton Camp School ...

- is a bright, happy and attractive community school.
- caters for New Entrants (5 yr olds) to Yr 8 (13 yr old) – roll range 120-160.
- is a public primary school and is open to all children whether their parents/caregivers work for the Army or not.
- is within the Camp housing area.
- is 10 kilometres south-east of Palmerston North city.
- is well staffed - Principal, Deputy Principal, 6 scale A teachers, Reading Recovery teacher, Reading Tutor and support staff.
- has 6 classrooms, Resource Rooms, Te Whare Tapere (cultural centre) and teaching rooms for groups or individual tuition.
- has an obstacle course and adventure playgrounds.
- is very much part of the Linton community and welcome parents' input and support throughout the year.
- works together with whanau to provide the best education we can for our children.

The School recognises the importance of helping children develop positive social, listening and interpersonal skills. Our local goals reflect the importance of developing self-esteem and celebrating success.

We highly value these facilities which are readily available to the school:

Community Centre (directly across the road) with a hall, large kitchen, Community Officer, Community Constable, Health Nurse, Plunket Nurse, Kindergarten and Childcare Centre.

Community Library (in shopping complex): please register there as classes use the library and facilities regularly.

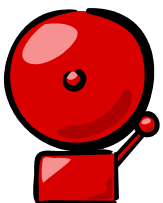
Community Kindergarten and Childcare Centre are close neighbours and are part of the School's learning environment.

Camp Facilities are readily available to the School. These include gymnasium, swimming pool, golf course, conference centre, buses and PTI branch.



### The School Day

- 8.55am – 3.00pm.
- Morning interval - 11.00am-11.20am
- Lunch - 12.30-1.10pm.
- School finishes at 3.00pm



School is not open until 8.30am. Students are expected to be outside at interval and lunchtime unless it is raining or very cold.

After school children leave the grounds to check in at home and then may return to the school after 4.00 pm to play.

SCHOOL TELEPHONE – 06 325 8740

EMAIL - [office@lintoncamp.school.nz](mailto:office@lintoncamp.school.nz)

WEBSITE – [www.lintoncamp.school.nz](http://www.lintoncamp.school.nz)

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## **NEW ENTRANT ENROLMENT**

- Children may commence school after they turn five.
- We welcome parents/caregivers to have a look around the school and to talk to us about education for your child.
- Children may visit from preschool before they turn five, so that they are able to settle into school with ease and a smile.

We will ask you to fill in the following forms:

- Enrolment form for school records  
This consists of full name, parents' names, date of birth, address, phone number etc  
We also ask you to supply the names and phone numbers of two emergency contacts. Details include Doctor's name, illnesses, allergies, and pre school education.
- Internet agreements giving permission for your child to have access to the web and to have photographs published.
- Civil Defence – Evacuation permission form – this gives you the chance to nominate another person to collect your child should you be unable to in an emergency situation.

**IMPORTANT – please bring your child's Birth Certificate and Immunisation Certificate when 5 year olds enrol. Thanks.**

## **2023 SCHOOL TERMS & HOLIDAYS**

Term 1 Monday 31 January - Thursday 16 April  
Term 2 Wednesday 26 April - Friday 30 June  
Term 3 Monday 17 July - Friday 22 September  
Term 4 Monday 9 October - Thursday 14 December

## **STAFFING FOR 2023**

### **Junior Team –**

Mary Macdonald - Team Leader  
Hanna McKeever  
Kayhla Cousins

### **Senior Team –**

Nigel Tongs - Team Leader  
Chris McKeever  
Sandi Pemberton

Principal Matt Costley  
Deputy Principal Nigel Tongs  
Release Teachers: Amy Hardymont  
Adele Kent  
Office Manager Lisa Buckley  
Reading Recovery Teacher Kym Anson  
Reading Tutor Lynette Blenkiron

Teacher Aides; Teresa Brougham-Barclay  
Ariana Mainland  
Leana Galvin  
Anya Donald  
Laura Churchill  
Ashley Futi  
Caretaker John Norris

## **ABSENCES**

The School Policy is:

- If your child is away, please phone the School Office before 9am to inform us of the reason for absence. A special answer phone is set up for this purpose.
- Or report your child's absence using the Skool Loop app - [skoolloop.com](https://skoolloop.com)
- Contact is made with the home after 9am if we have not heard from you.
- This is to help ensure that, between us, we keep children as safe as possible i.e. they have reached school safely after leaving home in the morning.



## **ACCIDENTS**

We always have teachers on duty, but despite all our care, children do occasionally have accidents.

- In the event of a minor accident your child will receive appropriate first aid from a teacher or office staff.
- Should the injury be a little more serious you will be contacted, using the phone number you have supplied as your contact number.
- If unable to make contact, we will transport the child to the Accident & Emergency Department of the Palmerston North Hospital for treatment, if this is necessary.

NOTE – In cases of injury to the head/spine, the parent/caregiver is always contacted.

## **ASSEMBLIES**

Parents are welcome to attend a whole school assembly in Te Whare Tapere every second Friday at 2.30pm

## **BICYCLES**

- We encourage parents to assess the child's road sense and cycling ability before the child is allowed to ride to school (Recommend at least 8 years).
- Bikes must be in good order and they need to be competent road users.
- Helmets are compulsory.
- Children are not to ride their bikes on the footpaths outside school and must walk their bikes in the school grounds.



## **BOARD OF TRUSTEES**

The Board of Trustees is very supportive of our children's development. We are fortunate in having a competent and dedicated group of parents ready to give their time and expertise to the important task of school governance.

The Board of Trustees is responsible to the Ministry of Education for the governance of the School.

The Board of Trustees is elected by postal ballot for a term of 3 years. The Board of Trustees is required to report to the school community annually. The Board, through the School and 'The Lintonian', communicates frequently with the community and likes to involve parents and caregivers in their decision and policy formulation.

We look forward to inviting you to assist by becoming a member of the Board. It's a lot of fun and it's not about working bees! Everyone has skills that we can use – sometimes you might not know you even have them. Parents are very welcome to attend Board of Trustees meetings.

## **COMMUNICATIONS**

We work hard to keep parents up to date with school information.

The main way we do this is through the [school newsletter](#). The newsletter is published every second Thursday afternoon;

- It is emailed out to every family with an email address.
- It is placed on our school website in the 'News Centre' and 'School Information'.
- It is put up in the window of the Office and in classrooms.
- Highlights are posted on the school Facebook page.

We expect families to take a few minutes each fortnight to read the newsletter. By doing this you will know what's going on at school and what's coming up.

- From time to time we email out important messages.
- Occasionally we will also text families with reminders.
- Information on school events and news can also be found on our web site
- Teachers will, of course, send home any notices about class events, such as trips, and there are notices to advertise events such as concerts and special occasions.
- Teachers also use a secure internet programme called Seesaw to communicate with you about your child's learning progress. A logon for your child's Seesaw profile will be given to you so you can have access and for you to share with your whanau.
- School closures will be advised well ahead of time so alternative child care arrangements can be made.

## **COMPLAINTS**

We hope that your family has a great time at Linton Camp School. However, from time to time like in any family, things happen. The following is our school's complaint policy;

### **Guidelines for Informal Complaints**

These are recommended guidelines for informal complaints.

If you have a complaint about a staff member, contact the person involved and discuss the matter. We ask that parents make this direct approach as soon as possible. Be prepared to make a time to discuss your complaint if the staff member is unable to talk with you straight away. Be open to listening to the other side of the story to avoid communication breakdowns.

If the matter is a general issue, or you do not wish to contact the staff member concerned, or you are unhappy with the outcome of your initial meeting, contact a senior staff member or the principal to discuss further resolution.

If the matter concerns the principal and you have not first resolved it by discussion, or you feel uncomfortable directly approaching the principal, contact the chairperson of the board of trustees.

If you complain to a board member, you will be encouraged to resolve the issue with the guidelines above, and the board member will inform the principal and board chair.

### **Formal Complaints**

If an informal meeting does not resolve your concern or complaint, you can make a formal complaint.

In the interests of fairness, any formal complaint or serious allegation must be made in writing and resolved in a timely fashion. All parties should respect confidentiality.

Follow this process:

<b>Responsibility:</b>	<b>Action</b>
Complainant	<ol style="list-style-type: none"><li>1. Put your concerns in writing, and sign the letter. Give as many details as possible, including details of efforts that have been made to resolve the issue. Include names and contact phone numbers.</li><li>2. Send the letter marked Confidential to the school principal or, if the complaint is about the principal, to the chairperson of the board of trustees. The contact details are available from the school office.</li></ol>
Principal (if complaint is about a staff member)	<ol style="list-style-type: none"><li>3. Acknowledge receipt of the complaint in writing or by email to the complainant. Give a copy of the complaint to the staff member concerned. Inform the chairperson of the board of trustees.</li></ol>

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Board chair (if complaint 4. is about the principal)

Acknowledge receipt of the complaint in writing or by email to the complainant. Give a copy of the complaint to the principal.

If the interim response does not resolve matters, or the matter is deemed sufficiently serious, an [investigation](#) may take place.

When a formal complaint is received, the school may choose to investigate it if it is deemed serious enough to warrant it after considering the initial response from the person the complaint is about. Not all complaints require an investigation but all written complaints should be disclosed to the staff concerned at the earliest opportunity. Relevant collective employment agreement provisions for dealing with complaints and discipline must be observed including allowing representation of staff at any meeting to discuss a written complaint.

### DENTAL THERAPIST

- The DHB should be visiting LCS once a year but of late they have missed us from their cycle.
- You can call the Dental Therapists year round on 358 0953 if your child has any dental issues.

### ILLNESS

- If a child is unwell at school, we will contact the parent/caregiver to make arrangements for their sick child to be collected from school.
- Parents must ensure their children are not sent back to school too early after illness - in our community some bugs tend to re-circulate. Please keep children home for 24 hours after any bouts of diarrhea or vomiting.
- Some children have allergies to stings, etc. Please ensure medication is on hand at school.
- A medication consent form must be filled out for administration of medication. Please do this at the school office. Board policy is that staff are not to administer any medication except on written authority. All medication must be labeled and named.

Changes of address/phone numbers/emergency contacts – please notify the school office as soon as possible.

### ICT DEVICES

- The Board of Trustees and the School are committed to the use of modern technology.
- Each class has DEVICES for student use.
- Dedicated 'computer on wheels' are also available.
- Our aim is to give all children regular 'hands on' experience so they are confident and develop digital literacy.
- The Years 5 to 8 students will need to provide their own Chromebook.

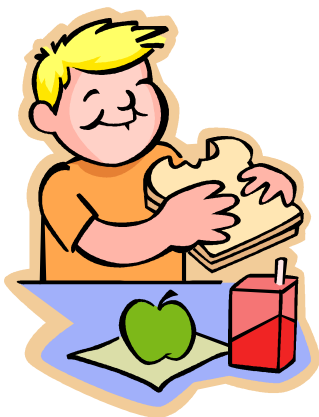


### LOST PROPERTY

- **We urge parents to name every article of clothing.** In spite of this request we still accumulate a large quantity of unnamed clothing each term.
- We make every effort to return named clothing to the owners.
- Unnamed clothing is displayed at the end of each term and if not claimed, it is given to a local charity.







### LUNCHES

We encourage a healthy lunch.

- Children may not leave the school grounds to purchase lunch.
- No children are permitted to leave the school grounds at lunchtime unless they have a note from parents.

We are part the Lunches in School Programme and students are provided with a free lunch for each day. We do recommend students bring additional food in case the lunch provided is not to their liking – fruit, muesli bars, chippies can stay in the lunch box for another day if uneaten.

### PARENT HELP

Parents are required from time to time to assist with class trips and camps or in the classroom for special projects.

We also encourage parents to assist in the classrooms especially with reading and writing – if you can help contact the school office or see your child's teacher.

### PUBLIC HEALTH NURSE

- Public Health Nurses support the school and its families with health related matters.
- They care for health, nutrition, illness, cleanliness as well as routinely conducting New Entrants health checks and Year 7 and 8 immunisations.
- Health Nurses visit to conduct Hearing and Vision Testing for all new entrants and those who need retesting.
- They will advise on such matters as "school sores" or headlice.
- If you wish your child to be examined for any reason, please ring the School Office and we will arrange it for you.



### REPORTING TO PARENTS

Parents are welcomed and indeed encouraged to discuss the progress and achievement of their children with teachers at any time. These meetings are most successful when they are organised in advance. This is so all the appropriate information can be available.

Formally, we report to parents in the following ways:

- Nga hui are held twice a year (Term 1 – Hui Tuatahi & Term 3 – Hui Tuarua)
- Written reports are sent home around 6 months before and at the time children have their sixth, seventh and eighth birthdays. These reports focus on Reading, Writing and Mathematics.
- All students in Years 1-3 receive a written report at the end of the year covering curriculum areas other than English (Reading & Writing) and Mathematics.
- All students in Years 4-8 receive a written report at the end of the year.

We also encourage parents to assist in the classrooms especially with reading and writing – if you can help contact the school office or see your child's teacher.



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### SCHOOL DONATION

- We do not ask for school donations or fees except for school camp and technology fees.
- The Technology fee for Years 7 & 8 is charged by Monrad Intermediate to cover the cost of consumable supplies such as cooking ingredients, wood, material and is compulsory.



### SPECIAL EDUCATIONAL NEEDS

Staff meet regularly to discuss students who have problems with learning, behaviour, health, social or emotional issues. All aspects of learning, including high ability children who require special extensions are considered.

- The Community Health Nurse, Community Constable, Group Specialist Education and Resource Teacher of Learning and Behaviour are called in as required and it is normal practice to involve parents from the beginning and in any decision making.

Children in need of assistance or extension are tutored in class or through small group withdrawal. Reading Tuition is provided by a specially trained staff member on a daily basis for selected children.

### SPORT/PHYSICAL EDUCATION

- All classes run daily PE programmes focusing on fitness and the skills needed for major and minor games.



- Swimming is taught at the pool in Camp during Term 1.
- Children are encouraged to take part in a team sport and we have a high participation rate in a wide range of sporting activities.
- All children in the senior team are to change for PE/sport (shorts and tops).
- Sandi Pemberton is our Sports Coordinator – please see her for more information about sports.

### SPORTS UNIFORM

The school has a sports uniform which families purchase as part of their uniform requirement from Academy Apparel, Broadway Ave, Palmerston North.

The sports uniform is to be worn when a child represents Linton Camp School for sport i.e. cluster sport competitions and sport teams.

During class PE or sports senior children can wear 'mufti' sports gear – shorts & tee shirt.

### STATIONERY

A complete list of stationery requirements is available from [www.nzschoolshop.co.nz](http://www.nzschoolshop.co.nz)

**SWEETS AT SCHOOL** – Sweets, Gum, Juice, Fizzy drinks and Energy drinks are not permitted at school. We are a water only school.

***NB – We have had problems on occasions with children visiting the shop before school and purchasing sweets – we encourage parents to support us in preventing this.***

## TECHNOLOGY

- Year 7/8 children attend the Monrad Intermediate Technology Centre, weekly, for lessons in cooking, sewing and woodwork on Wednesday mornings.
- They travel there by bus leaving at 8.50am and returning at 12.30pm.
- There is a charge attached to these activities to cover materials.
- The Technology Centre is attached to Monrad Intermediate School, Monrad St, Palmerston North.

## TOYS AT SCHOOL

- We discourage children from bringing expensive toys to school as it eliminates problems with accidental loss/damage.
- Any property brought to school by children is at the parents'/child's risk.



## UNIFORM

- We have a compulsory uniform at our school which can be purchased at Academy Apparel, Broadway Ave, Palmerston North.
- Students are to wear navy blue shorts or culottes with a red polo shirt (*embroidered with the school logo in white*), navy sweatshirt or polar fleece (*embroidered with the school logo in white*), navy socks, black polishable shoes or black roman sandals and navy bucket hat.
- It is compulsory for children to wear a plain navy or red bucket hat during Terms 1 and 4 when outside. If they are not wearing a hat they will have to stay in the shade.

### Sports uniform

- Girls and Boys wear a Red/White Razor Tee Shirt with school logo with Navy Taslon Shorts
- The sports uniform can be ordered from Academy Apparel, Broadway Ave, Palmerston North.





If there are any things that you would like further information on please contact us.  
Complete uniform lists are available from the school office.

## HOW YOU CAN SUPPORT US WITH YOUR CHILD'S LEARNING AND HELP ABOUT THE SCHOOL

- Keeping in touch with the classroom teacher.
- Read to and listen to your children read daily.
- Talking with your child about their day and their learning.
- Checking Seesaw regularly.
- Discussing news events,
- Encouraging you child to talk about experiences / feelings.
- Helping in the classroom (see classroom teacher)
- Accompanying the class on trips.
- Coaching a sports team.
- Sharing a skill you have.



Together as individuals, we will provide Life Long Learning Skills to enable students to become self-managing, responsible citizens.

		<h2>Our Linton Camp School Values</h2> <p><b>Maruwehi</b> - Respect <b>Whakahi</b> - Pride</p>	<p><b>Whanaungatanga</b> - Relationships <b>Manawaroa</b> - Resilience</p>		
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