



Dear Parents, Students and Families

Greetings and welcome. Thank you for showing an interest in Redcliffs School. This Information Booklet should provide you with essential information needed when you have children attending our school. Please keep it as a reference guide.

Redcliffs School is an exciting and active place of learning, and we hope that your family will enjoy being a valued part of our community.

Children achieve their best when education is a partnership between home and school. We want your child to achieve their best academically, socially, physically and culturally now and in the future.

Redcliffs School learning programmes are developed through our model of learning, based upon the theme of the 'Redcliffs Climber'. School-wide learning themes focus on developing the skills that our students need as they become learners for life.

A Redcliffs Climber is:

- A Communicator
- Caring
- Creative
- Motivated
- A Globalist
- A Critical Thinker

Kim Alexander
Principal

Through challenge and encouragement comes success.



LEARNING AT REDCLIFFS



REDCLIFFS CLIMBER

Our Redcliffs Climber learning model encompasses the qualities and skills that we want children to develop over their time at our school.

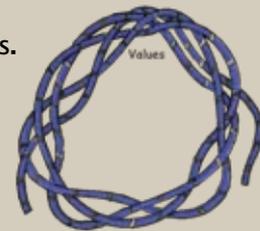
A Redcliffs Climber is:

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The rope signifies our climber's rope of values.

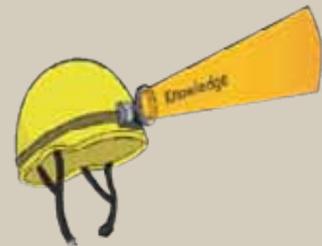
The five Values are:

- Respect
- Responsibility
- Honesty and Integrity
- Striving for Excellence
- Resilience



Our Helmet of Knowledge:

- Using the knowledge gained from self, others and the environment



Our Backpack holds the skills we need to be successful lifelong learners:

- Literacy & Numeracy Skills
- Organisational Skills
- Work & Study Skills
- Information Literacy
- Communication Skills
- Social Skills
- Thinking Skills- Creative, Caring, Critical
- Problem Solving Skills
- Reflective Thinking Skills
- Goal Setting
- Making Good Choices
- Learning to Learn
- Physical Well-being Skills
- Skills in the Arts





CULTURAL OPPORTUNITIES

Each year a range of opportunities are available for children who enjoy participating in cultural and arts activities:

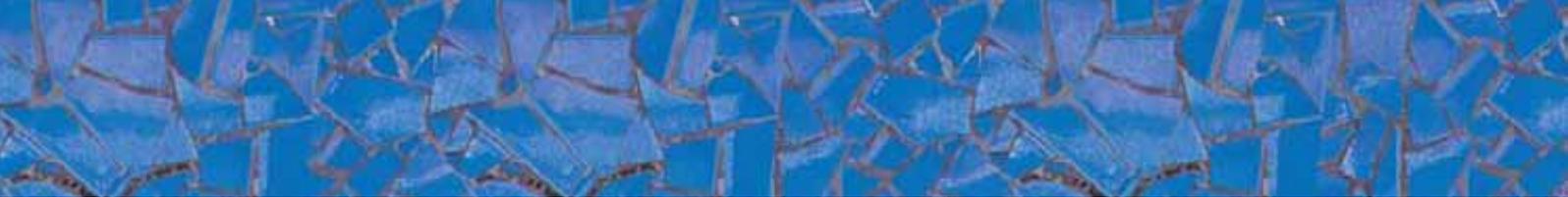
- Junior Choir
- Senior Choir – this choir participates in the Christchurch Schools' Music Festival
- Kapa Haka – membership of our Maori performance group is open to all children
- Orchestra – a combined schools orchestra is established each year
- Rock Band – for selected Year 7 and 8 students
- Talent Quest
- Production – a school-wide production is held triennially, while in other years smaller performance events are sometimes arranged

We have a number of tutors who offer tuition at our school mostly during school hours, for those children whose parents wish to pay for lessons, for example: piano; recorder; guitar; drums; flute; keyboard; singing; speech and drama; French and after-school art classes. Please enquire at the office for contact details.

EDUCATION OUTSIDE THE CLASSROOM

EOTC refers to learning experiences and activities that take place outside the classroom, for example: camps; museum trips; the local estuary etc. Practical experiences in the outdoors are vital to growing children. As teachers, we value the opportunity to help children meet and overcome new challenges, which in turn help them to develop confidence and self-esteem. Therefore, as part of the school curriculum, we include outdoor activities for all students. To address Health and Safety requirements it is necessary to complete permission forms before children are able to participate. Should you have financial difficulties paying for class activities and trips, please contact the school. Any discussions will be treated confidentially. Parental participation is an essential part of Outdoor Education programmes.





CLASS STRUCTURE

We have four teams operating in the school. Each team of classrooms often runs learning programmes and activities together. Each team is lead by a Team Leader, who is a member of the school's senior management group. Although it varies from year to year, here is the typical structure:

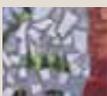
- Team 1 – Years 7 and 8
- Team 2 – Years 5 and 6
- Team 3 – Years 3 and 4
- Team 4 – Years 1 and 2

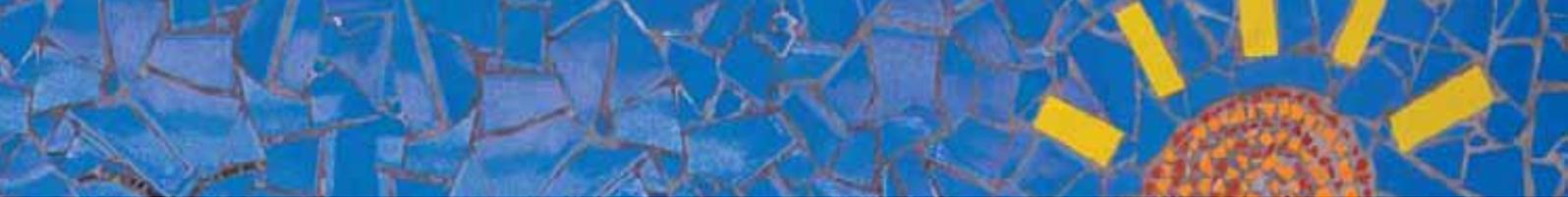
CLASS PLACEMENTS

The placement of children into classes is the direct responsibility of the Principal and Senior Management Team who consult with other staff. Classes are organised before the end of the year and where possible parents are informed of the child's room for the following year. We are not always able to meet parental requests but they are considered. The school may, as a result of roll changes during the Christmas holidays, have to reorganise some placements for the start of the new school year.

HOME LEARNING

Homework can play a part in children's learning when it is meaningful. Our home learning programmes are designed to enable children to develop a range of skills, including independence and self-management. Teams will outline their home learning procedures at the beginning of each year at a meeting with parents. It is our belief that homework should not interfere with family life. Family time and other outside interests are important aspects of a child's life.





GIFTED & TALENTED EDUCATION

The school recognises that we have children who are gifted and/or talented in specific areas. Children's needs and abilities are identified by classroom teachers, who are responsible for providing learning opportunities at the appropriate level. In addition to classroom programmes each year we provide extension opportunities for identified and selected children. These programmes include: Future Problem Solving; Science; Mathematics; Writing; Drama; Orchestra; Leadership Roles; Sports Teams and Activities; Otago Maths Problem Challenges; Environmental Education; Creative Thinking Courses etc. The Deputy Principal oversees GATE needs and programmes.

HOUSE SYSTEM

We have a 'house' system for the purpose of school events and fellowship. Children are placed in a House upon starting school: Cressy (blue); Charlotte Jane (yellow); Seymour (red); and Randolph (green). The houses are named after the first four ships to arrive to settle in Canterbury in 1850. Usually siblings are placed together in the same house. House points are awarded weekly for various activities, and the winning house is announced at each assembly. The overall winning house is awarded the House Cup at the end of the year. On occasional sports and activity days the children are encouraged to wear their house colours.

KAPA HAKA

Kapa Haka practices are held weekly before performances. Sessions open and close with a karakia (prayer) to guide the group through the session and support one another. The group focuses on learning Maori waiata (song), waiata ringa ringa (action songs), poi and dance. Children learn some Maori language, commands and the meaning behind the waiata. All children are welcome. We encourage a whanau environment where older children help younger children. Parents and families are welcome to participate. The Kapa Haka group is an important part of the culture of the school and their performances often open and close school events. Children in the kapa haka group are required to purchase a school Kapa Haka t-shirt.





LIBRARY

In 2009 our library was upgraded and enlarged. It is now a warm and modern learning environment for those who simply want a quiet place to read or those students who want to access information for research. The Library is open from 9.00am - 3.00pm each day including lunchtimes. We have student librarians who play an important role working alongside our library staff. Children may borrow up to three books at a time. The Library has a blog, found on the homepage of our school website.

TECHNOLOGY EDUCATION

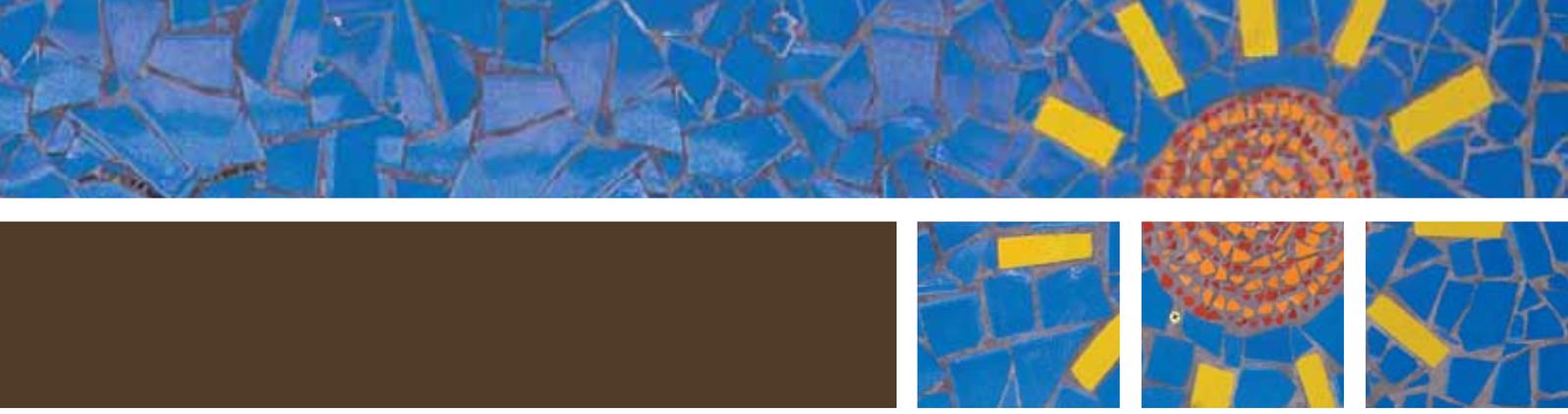
Year 7 and Year 8 children attend Technology lessons each week on Thursday mornings at Phillipstown School. Classes are conducted in Plastics, Metals, Wood, Food and Fabric Technologies. A charge is made each year by the training centre to cover the costs of materials.

REPORTING TO PARENTS

Our aim is to report to parents on their children's achievement and progress in a regular, clear, informative and purposeful manner. Early each year we hold a Meet the Teacher evening, where classroom and team programmes and routines are outlined. In Term One we ask you to complete a survey of your child's interests, strengths and needs. During Term Two we report on your child's progress, which involves a three-way meeting with the teacher, parent and child to discuss progress and next steps for learning. At the end of the year you will receive a written report about your child's achievement. Should you have any questions about your child's progress during the year please make an appointment with the teacher. Children's school-wide achievements are often reported in school newsletters.

SPORTS

Children participate in a wide range of sporting opportunities during their time at Redcliffs School. Physical Education lessons and fitness form a regular part of classroom programmes. Children in Years 1 to 6 will have swimming lessons as part of the classroom PE programme. Senior students organise lunch time sports competitions for their House groups from time to time. Each year we hold a number of school-wide sports events, for example: athletics day; swimming sports; cross country and triathlon. In winter the Year 5 to 8 students participate in a Friday afternoon winter sports programme. Throughout the year children are selected to represent us at the South East Schools Zone sports days. All students in Years 5 to 8 are required to have a school sports shirt as an additional part of their school uniform.

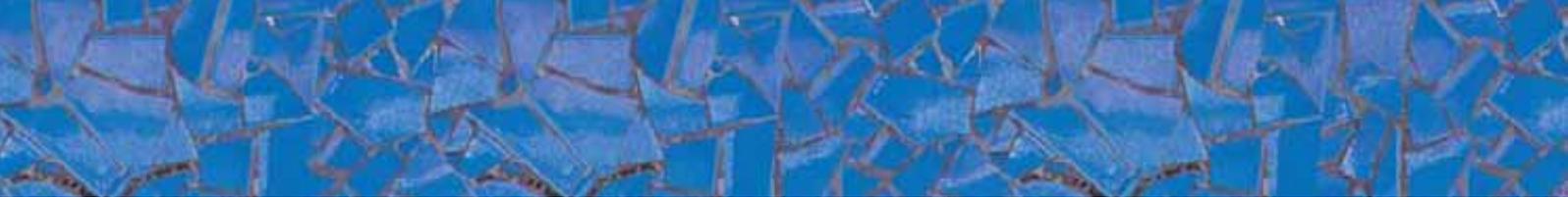


YEARS 7 AND 8

Redcliffs School is a full primary school, catering for students from Year 1 to Year 8 (5 to 13 years old). We recognise that Year 7 and 8 students achieve best when provided with a wide range of opportunities and learning experiences in a thriving and nurturing learning environment. We offer many programmes for students in team 1, for example:

- Leadership roles – eg. school leaders, house leaders, Kapa Haka, social committee, yearbook
- Technology lessons
- Specialist teaching – each term we have a focus area for this, eg. science, arts, music, French, Japanese
- Challenging, high quality camps at each year level
- An annual ski trip
- A Winter sports interchange competition with our local cluster of schools
- Increased use of ICT, including a year 7 and 8 wiki space and blog
- Opportunities for music participation and performance – choir, orchestra, rock band
- Science Fair
- Bays cluster speech competition
- Literature Quiz teams
- Cantamath Quiz teams
- Future Problem Solving teams
- Specific health programme teaching
- End of year dance lessons





COMPUTER USAGE

Information Technology is now an integral part of our learning. Children will regularly use computers as part of their class learning programmes. All classrooms have desktop computers and access to sets of laptops. We have a studio where the Redcliffs News is filmed, and then presented at assembly each fortnight. All children and parents are asked to sign an Internet Use Agreement. This is usually signed at enrolment.

RULES

The school has some simple general rules and others related to safety and security.

- Keep hands, feet and objects to yourself
- No swearing, teasing or put downs
- Follow instructions quickly
- Respect your own and others' property
- Be punctual and prepared

BULLY FREE

Redcliffs School believes that in order for children to learn to the best of their ability, they must have a safe and friendly environment in which to spend their time. Bullying is a form of harassment, and usually refers to intimidatory behaviour between students. It is deliberate, hurtful behaviour that is often repeated, or continues over a period of time. It is difficult for those being bullied to defend themselves. All members of the school, including students themselves, have a responsibility to recognise bullying and to take action when they are aware of it happening. Students should be encouraged to tell about bullying to a contact person/ staff member. Bullying is not acceptable, and will be dealt with through the school's Behaviour Plan. Bullying should be reported to the class teacher, team leader or Deputy Principal.





ADMINISTRATION

BOARD OF TRUSTEES

The school is governed by a Board of Trustees. The Board of Trustees meets monthly in a public meeting which is usually held on the third Monday of each month in the staffroom. The meeting generally covers student achievement, finance, property, personnel, policy and matters relating to the effective governance of the school. There are five elected parent representatives including Chairperson and Treasurer. The Principal is a member of the Board, and there is an elected staff representative. Should you wish to speak at a board meeting you must discuss this beforehand with the Board Chairperson who may give you speaking rights. Please feel free to ask trustees questions about their roles.

ENROLMENTS

The school currently has an enrolment scheme in place, which includes an enrolment zone. The home zone is that area encompassed by: *The estuary shoreline from Mt Pleasant Road to Shag Rock and the coast to the foot of Clifton Terrace; Clifton Terrace to Panorama Road and on up to the Summit Road; along the Summit Road to Mt Pleasant Road; down Mt Pleasant Road to Soleares Avenue; down Soleares Avenue to an imaginary line running from Soleares Avenue below Cadiz Lane to include Arotoro Place; and finishing at the bottom of Mt Pleasant Road.*

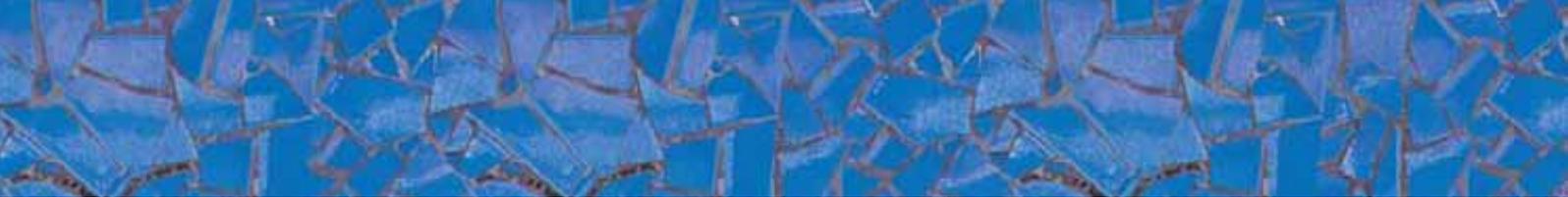
Parents of children wanting to enrol, who are residing out of zone may complete an out-of-zone application form. Applications are considered four times a year. The Board decides if there are spaces available for out-of-zone enrolments, priority is given to siblings of current students. Enrolment days for pre-enrolled children are arranged each term – should you have a child who is about to start school please ensure we have contact information so we can arrange an enrolment day. For new entrant children there are pre school visits to make the transition to school easier.

ATTENDANCE

If your child is absent or late for any reason please inform the school by phoning the office and leaving a message on the answer phone before 9.00am each day. Alternatively, you can send a fax to 384-2413, or email to admin@redcliffs.school.nz. You need to state the reason for the absence and the duration. For safety reasons the school operates a checking system where absences are checked after 9.00am if there has been no contact from home.

Please send a note along to the class teacher when your child returns to school. Staff are required to collect and keep all absence notes. If a student needs to be excused from a school event or activity, a note from parents is essential. Punctuality is regarded as important in school routines as a late arrival disrupts children's learning.





BUS TRAVEL

It is the expectation of the school that children travelling on buses remain seated in one seat, do not move around and communicate quietly to those around them.

Clifton Bus Timetable:

The bus leaves the bottom of Clifton Hill at 8.15am and collects children from the hill. It then returns via Sumner and Van Asch Schools before arriving at Redcliffs at approximately 8.45am. After school the bus departs at 3.10pm. Children are collected from the Sumner schools before travelling up Clifton Hill finishing at approximately 3.35pm.

CAR PARKING

The car park is for staff only. The accessible car park in the driveway may only be used by those displaying an accessible parking permit. Please do not park on the yellow lines on Main Road which may prevent vision of the road by the patrollers or people crossing streets such as Raekura Place. In the interests of playground safety, parking in the school grounds (including the staff parking areas), on bus stops, or across driveways is not permitted. Do not drive into the school grounds to drop-off or pick-up your children.

CHANGES IN FAMILY CIRCUMSTANCES OR LOCATION

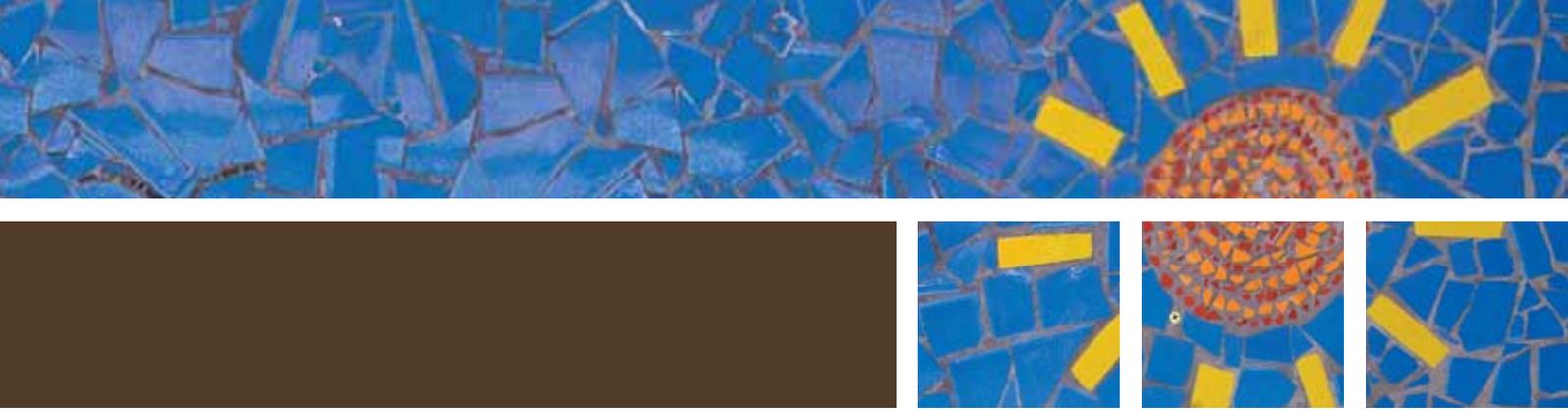
We ask all parents and caregivers to ensure that we have up-to-date information of phone numbers, home address, emergency contacts, family doctor, health problems etc. In addition we appreciate knowing of any changes in family circumstances which may affect your child. All information is treated with discretion and is kept confidential.



COMPLAINTS

From time to time issues will arise that concern and worry parents. These can usually be resolved through good communication. If you have a classroom concern always speak to the teacher first, as this will most often clarify and resolve the problem. After that if your concern remains please speak to the team leader, and then, if needed, the Principal. The school has a policy and procedures for making a formal complaint. See the 'Policies' section.





PEDESTRIAN CROSSINGS

We request that parents use the school crossing to keep the children safe. When the road patrol is in operation, please wait until the crossing leader states 'Cross Now'. We realise you may want to hurry, but there are rules which the patrol students have to adhere to.

FAIR

The Redcliffs Fair is an annual event well known throughout Christchurch and involves everyone at school. The funds raised at the fair go towards operating our school and purchasing extra teaching resources and equipment. Parents are encouraged to attend planning meetings during the year and to support the fair in any way they can.

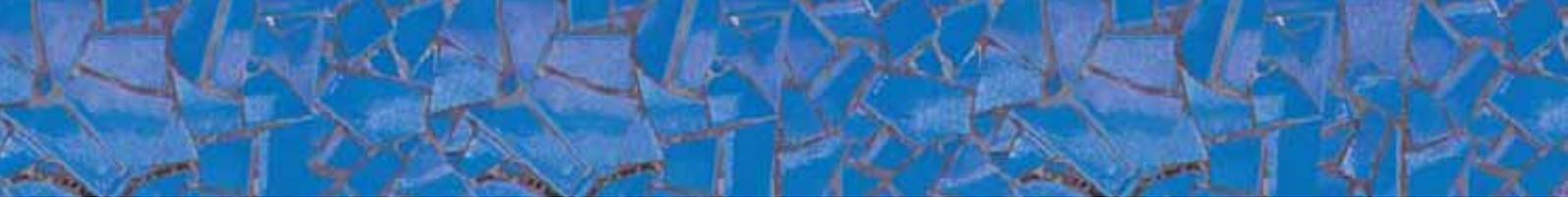
COSTS

An invoice is issued at the beginning of each term for that term's activities such as camps, swimming lessons, trips, Athletics etc. The Term 1 invoice includes the school donations. Payment may be made by internet banking, cheque or cash, and receipts are issued for all payments. Some parents prefer to pay by regular instalments using automatic payments throughout the whole year. Please contact the office to arrange this.

LOST PROPERTY

Unnamed, unclaimed clothing is kept in a lost property box outside room 16. Should your child have missing clothing please check there first. Named clothing is usually returned to its owner and rarely gets lost. We encourage parents to name their children's clothing clearly, as we are happy to return any found clothing which can be identified.





NEWSLETTERS

A school newsletter is written fortnightly, usually on a Wednesday in even weeks of each term. It is important to read each newsletter as this is our first line of communication for details such as coming events, school dates, announcements and news. Newsletters and school wide notices, including cancellations, are sent out by email to each family. Paper copies are available from the school office. We do have a 'community notices' section which is free of charge for parents' notices.

POLICIES

The Board of Trustees is responsible for setting and reviewing policies, which provide the broad direction for our school. Policies are reviewed throughout the year by the board, in consultation with staff and parents. Copies of all policies are available over the internet, information for how to view policies is found by clicking on the 'Schooldocs' logo on the homepage of our school website – www.redcliffs.school.nz. Please ask at the office if you require a paper copy of any policy. You will be notified through the newsletter when there are policies for review and feedback.

STATIONERY

At the end of the year a stationery list for the following year will go home with your child's final report. Purchases can be made in person at Paper Plus Ferrymead or ordered by mail or online from Canterbury Education Services. CES prefer to receive the orders before Christmas. They then pack the orders and deliver them to school, and we distribute them to the classroom. The prices charged by CES and Paper Plus are very competitive. Both businesses also support the school by donating a percentage of each sale to the school. All children need to have their books for the beginning of the school year. We no longer hold stocks of stationery items during the year.



ROUTINES & EXTRAS

AFTER SCHOOL PROGRAMME

Sport Canterbury runs an After School Care programme each day in our school, for our students. It is based in room 19. Children must be fully enrolled and booked in to participate. For further information on costs and the programme details, please ask at the office.

APPOINTMENTS

If you wish to discuss any issues or needs with the teacher, team leader or Principal, please arrange an appointment so that there will be sufficient time to discuss fully. Teachers do have preparation to do before school so expecting that time to be immediately available can be disruptive to class activities.

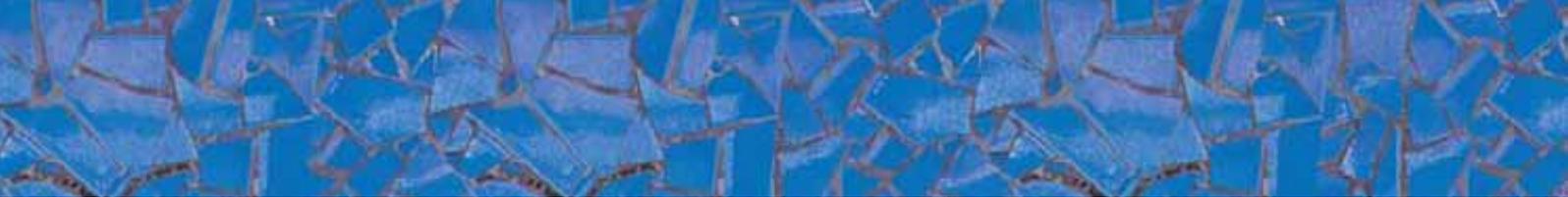
ASSEMBLIES

School wide assemblies are held in the hall on alternate Fridays at approximately 11.45am. Teams will inform you when their team assemblies will be held. The end of term assemblies take place at approximately 2.00pm on the last day of each term, except Term Four. At the end of the year we have the end of term assembly, usually on the last Friday. Junior and Senior Prizegivings are held in the final week.

WEBSITE

We have a school website at www.redcliffs.school.nz. The website is an important forum for communication and information. Copies of newsletters, the information book and staff details are on the website. A student zone and library blog can also be found. The website is regularly updated and maintained.



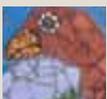


BICYCLES, SKATEBOARDS AND SCOOTERS

It is recommended that children under the age of ten do not cycle to school as road sense is only developing. All children who ride cycles are required to wear helmets and not ride on the footpath. Cycles brought to school should be locked in the cycle stand. No responsibility is taken for cycles, skateboards or scooters brought to school. Scooters and skateboards should be clearly named and must be stored in the stands provided. Using cycles, scooters and skateboards is not permitted in the school grounds unless it is part of a school event.

CELLPHONES

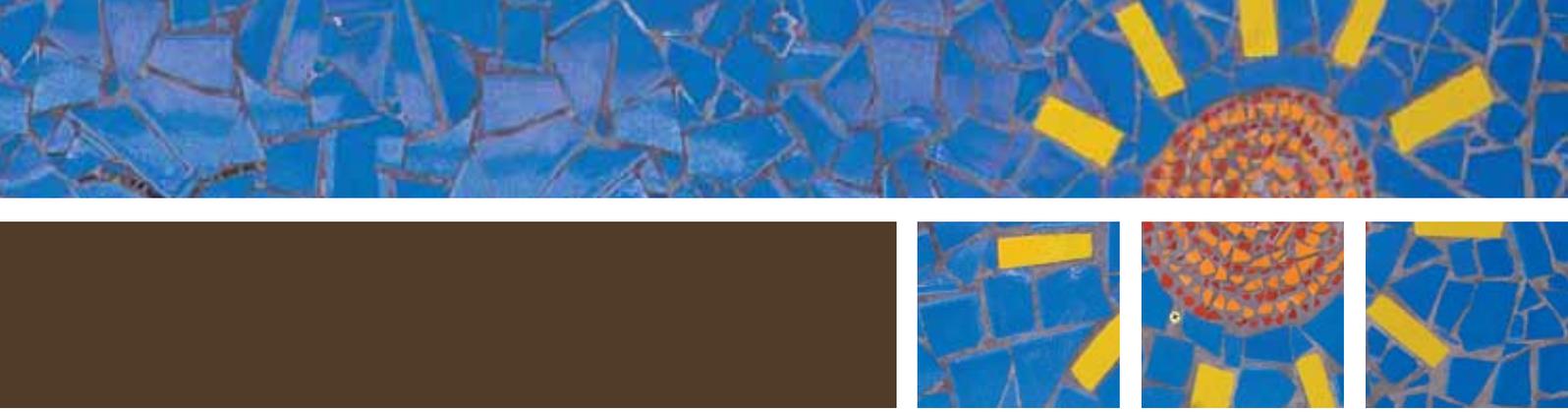
To avoid inappropriate use, miscommunication and to prevent loss of cell phones the following procedure is followed. Cellphones can be handed into the office each day for safe-keeping. Cellphones are not to be used by children in the school (including playgrounds) between 8.30am and 3.00pm. Nor are they to be used on any school outings. The school takes no responsibility for cellphones damaged, stolen or lost if they are not handed in to the office before school each day and collected after school (each cellphone must be named and collected by the named child). Cellphones found being used during school time will be confiscated and can be collected by the child's parent. If there is a need for urgent communication either from or to the school it must be done through the office.



DENTAL CLINIC

The dental nurses are based at school twice a year. The times of these visits change annually, and you will be notified through the school newsletter when they are here. Should you need to contact them at any time when they are not based at the school, the school secretary can provide details of which clinic they are working at. The School Clinic phone number is 384 1432.





EMERGENCIES

The school is the local Civil Defence Emergency location should there be a civil defence emergency. In case of an emergency it may be difficult for you to collect your children. In these circumstances we have procedures in place to ensure the children are supervised until you are able to collect them. Unless we have had authorisation, friends or neighbours may not collect children. The school has a tsunami procedure should such an event occur. In the case of a one person or small group emergency, the school will attempt to contact those involved as soon as possible. It is useful for families to have arrangements for emergencies at home, such as what to do in case of an earthquake or fire.

LUNCH ORDERS

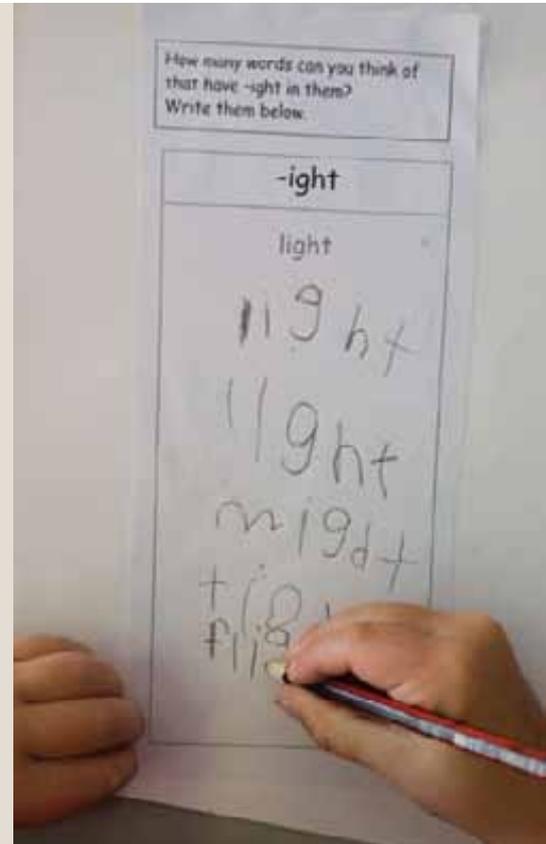
We offer lunches for purchase weekly on Fridays. Lunches can be ordered from the side door of the school hall on Fridays. Orders must be completed by 9.00am. The lunch menu is available at the office. For safety reasons the school does not allow children to go to the local shops to buy lunch.

PTA (PARENT TEACHER ASSOCIATION)

This group, for parents and staff, makes a valuable contribution to the school through their organising of fundraising ventures, parent education, social get-togethers, and support for the school's annual events. Monthly meetings are held to plan the year's activities and a close liaison is maintained with the Board of Trustees. This is an ideal group for new parents to join as it provides a wonderful introduction to the school and its activities.

PARENTAL ASSISTANCE

Parental support and assistance in classrooms is most appreciated. This is at the discretion of the classroom teacher. Parental assistance can take a range of forms, such as: helping with transport and supervision on class trips and camps; regular classroom help with student groups; making resources for teachers etc.



PUNCTUALITY & BELL TIMES

Ensuring your child is punctual will assist their learning – being late disrupts classroom organisation and often means that the child misses important learning information. If you aim to have your child here by 8.45am, they will have a ten minute window to settle and prepare for classroom activities.

The daily bell times are as follows:

8.55am	School Starts
8.55am – 10.40am	Class Time
10.40am – 11.00am	Interval
11.00am – 12.30pm	Class Time
12.30pm – 1.25pm	Lunch Time
1.30pm – 3.00pm	Class Time
3.00pm	School Finishes

TRUST

The Redcliffs School Trust was established in 2008. The purpose of the Redcliffs School Trust is to provide opportunities for success for all students. The Trust is long-term is future focussed. To make a donation or bequest please request a brochure from the school office.

UNIFORM

The policy requiring children to wear a school uniform was passed by the Board of Trustees in March 2000. All children are required to wear uniform (including the sunhats in Term 1 and 4 each year.) The uniform is in the colours of red, black and white. The current uniform detail is listed here. For safety reasons, children may not wear: jandals, crocs and other unsuitable footwear; jewellery including necklaces (unless for genuine cultural reasons approved by the principal), except watches and ear studs. Correct Redcliffs uniform pieces must be purchased and worn. To purchase school uniform items please enquire at the office.

Uniforms

Girls—Summer

- White or red polo shirt
- Black knee length uniform shorts or black uniform long pants
- Red polar fleece jacket
- Red sweatshirt
- Summer material culottes
- Red wide brimmed hat
- Suitable footwear – no jandals or crocs

Girls—Winter

- White or red long-sleeved polo shirt
- Winter material culottes
- Black uniform long pants
- Red polar fleece jacket
- Red sweatshirt
- Suitable footwear

Boys—Summer

- White or red polo shirt
- Black knee length uniform shorts or black uniform long pants
- Red polar fleece jacket
- Red sweatshirt
- Red wide brimmed hat
- Suitable footwear – no jandals or crocs

Boys—Winter

- Long-sleeved polo shirt
- Black uniform long pants
- Red polar fleece jacket
- Red sweatshirt
- Suitable footwear

Extra items

- Kapa Haka t-shirt – compulsory for all Kapa Haka group members
- Sports t-shirt – compulsory for all students in Years 5-8

