Ngā Puna Tapuwai
Ladbrooks School

Mō tātou, ā, mō kā uri ā muri ake nei
For us, and our children after us

Information Booklet

Kia ora,

Welcome to Ngā Puna Tapuwai Ladbrooks School. We have a dedicated, knowledgeable and caring staff. All of our teachers and support staff understand that it is a privilege to work with your children in the beautiful surroundings that is Ladbrooks.

Your children are New Zealand's future and we are very serious about providing them with the skills, knowledge and understanding they need in the rapidly changing world in which they are growing up. We wish for them to love learning, grow resilience, grit and be Ready, Willing, Able to Learn Together. We value responsibility, positivity, achievement and aroha.

We strive to develop capabilities in our learners. We know that children need to be equipped with many skills to strive in today's world. Literacy, numeracy and inquiry skills will hold them in great stead as they tackle authentic and challenging problems. Soft skills are equally as important. The ability to be part of a team, work collaboratively and independently with success.

Curiosity is the natural inclination to see the world through the lens of discovery. Our youngest learners will discover and learn through play and as they move through the school this will develop into inquiry and problem and play based learning. Asking questions and being able to investigate and take action are important skills for learners.
For your child to be successful in their learning, there needs to be a partnership between your child, their whānau and us. We look forward to working closely with you to develop great young New Zealanders.

Building resilience is one of the most powerful things you can do as a parent and it begins on day one. "Walk with the child - alongside, don't carry them". Children who know they can struggle and overcome challenges become ready and open for learning. School is a safe place to learn about challenges, disappointment, and the ups and downs of community life. We work hard at teaching children how to get back up on their feet. If you put all your efforts into ensuring that your child avoids difficulties, how can they experience resilience to know that they can deal with challenges in life?

We welcome you and your whanau to our kura. Please don't hesitate to contact your child's teacher with your questions.

Contacts
Phone (+64) 3 3296885, principal@ladbrooks.school.nz, office@ladbrooks.school.nz
Website www.ladbrooks.school.nz
Connect with us on Facebook www.facebook.com/ladbrooks
Or even better in person, before or after school, drop in for a chat

The School Charter and Board of Trustees (BOT)

The Charter is our long-term and annual strategic planning and reporting document. It is the way to find out what we have been doing, how we have been performing and what we plan to do next. You can view our charter on the BOT page of our school website.

Ladbrooks Values and Beliefs

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Ladbrooks School
Ngā Puna Tapuwai

WHY WE ARE HERE

We Believe

- We learn best in different ways
- In nurturing the whole person
- Everyone is a learner
- Learning is continuous
- Everyone has something to contribute
- In sustaining a safe, nurturing environment
- Reflection strengthens learning

Our Goals

- To grow great people
- To value learning in all its forms
- To have fun
- Foster future positive relationships
- Reflect on our time at Ladbrooks with fondness
- To approach challenges with confidence and energy

Tirohanga

We prepare Ladbrooks learners to respectfully and confidently collaborate and contribute to their community.

Ready, willing and able to learn together.

WHAT WE DO

Our Strategies

- Future focused
- Valuing success
- Dynamic (flexible) teaching
- Collaborative approaches
- Recognise the need for a healthy body and mind
- Personalise learning
- Form connections with our community
- Know our strengths
- Collect meaningful data/info
- Opportunistic
- Responsive

HOW WE DO IT

Our Programmes

- Respond to feedback
- Provide for tuakana tēna
- Are evidence based
- Honour achievement, progress & success
- Grow learner capacity
- Extend experiences
- Follow Sun Smart
- Encourage generosity of spirit
- Authentic and integrated
- Structured literacy
- Learning through play
- EOTC
- Environmental education
- Digital literacy
- Inclusive practice
- Linc-ed
- T.a.P.S
- WPCA
- Kapa haka
- Children's University
- Itinerant programmes

Our Partnerships

- Educational partnerships
- Kahui Ako
- BOT (Board of Trustees)
- PALS (Parent Association of Ladbrooks School)
- Community
- Staff
- Children
- Families
- Marae

Ready
we are responsible • he kawenga mātou

Ready
we are responsible • he kawenga mātou
HAVE A POSITIVE ATTITUDE
Seek Feedback
Get the job done
Ma te whakaaro...
Ma te mahi tika...
Ka oranga tangata,
Ka oranga tinana,
Ka oranga wairua
Ka oranga ao
KNOW YOUR STRENGTHS
DO THE RIGHT THING
Be goal focussed
KNOW WHERE & HOW I LEARN BEST
Whakapono: Be reliable

Willing
we are positive • he ngākaupai mātou

Willing
we are positive • he ngākaupai mātou
Have a growth mindset
Whakamana: Empowerment
VALUE WELLBEING: MANA ATUA
believe in yourself
LEARN FROM MISTAKES
BE CURIOUS, HAVE A THIRST FOR LEARNING
Be brave, take risks
Try your best

STAY FOCUSSED

What am I learning?
How is it going?
What do I do next?

ASK QUESTIONS

Think about possibilities

Whakaaro ki te tiaki whenua

ENABLE
CONNECT
CREATE

Use the right tool

play to learn, explore

Problem find, problem solve

manners matter

share

Listen to understand

Tuakana teina

Respect

Honour diversity and culture

BE KIND

WE'RE ALL IN THIS TOGETHER

collaborate

BUILD ON YOUR STRENGTHS

Kia Manaaki: Be supportive

What do we teach?
Check out our local curriculum (curriculum kāinga) on the website.

We use the metaphor of a kāinga/house to explain how our local curriculum fits together.

Everything we do is encapsulated in the curriculum kāinga.

Learning Communities

Learning Communities change depending on student numbers. Presently, our communities are:

Year 0-3 Toroa Learning Community (TLC)
Kaimahi: Alice Scoulding, Gemma Stapleton, Natasha Hantler

Year 4-6 Korimako Learning Community (KLC)
Kaimahi: Ali Duncan, Reece Gough, Anne Gardiner-Taylor

Years 7-8 Ruru Learning Community (RLC)
Kaimahi: Sarah Ridgway

A - Z info

Absences Please record all absences on HERO. if your child is late they will need to sign in at the office. If you take your child out of school during the day, you will also need to sign them out in the office. Please state a reason for the absence. Unexplained absences are followed up by the school with a phone call home. This is done to ensure that all children have arrived safely at school. If you know in advance that your child will be absent, please contact the office and class teacher.

Accidents and Sickness If a child has an accident or becomes sick at school we try to contact the parents as soon as possible. If this is not possible we use the emergency number on your file. When we are unable to contact a parent and the child requires medical treatment we will take the child to the

Christchurch Hospital Emergency Department or Lincoln Medical Centre, unless we receive prior instructions.

Biking to school Children who know and can follow the road rules, be safe and responsible can bike to and from school with the permission of their parents. They must wear a High Viz. We recommend parents ride with their children if they are under 10 years old.

Bikes and Scooters Children are welcome to bring scooter, skates, skateboards and bikes to school. It is important that bikes and scooters be collected and taken home each day. **Please note scooters and bikes are stored at your own risk.** Children are able to use their bikes and scooter in the designated areas during break times or mangopare.

Buddies Tuakana/teina refers to the relationship between an older (tuakana) person and a younger (teina) person. Our older children mentor our younger ones (the tuakana has the knowledge and content to pass on to the teina).

New Entrant pupils are assigned an individual buddy whom they will meet during their pre-entry visits. This person helps them settle into school life. They meet them in their class and offer support in the playground.

Calendar of Events You can also access the school calendar from HERO and the website.

Celebrate Join us every Monday morning at 8:55 am at the front of the school for our Monday Hui. We say our karakia and sing waiata. (Not running at the moment, sorry). We also run celebrations of learning assemblies fortnightly on a Thursday, check the calendar for specific dates. (Not running at the moment.)

Changed your contact or medical details? It is very important that we have up to date information. Please email the office with any changes that need to be updated. office@ladbrooks.school.nzk

Charter A school charter is its agreement with the government for the direction of the school and its delivery of the curriculum. It contains the vision, mission, strategic planning and targets for achievement. You can read our current charter on the school website.

Communication and Consultation with the Community Whānau are welcome to meet with teachers, SENCO or the Principal at any time; please make an appointment with them. Parents are also invited to contribute ideas and opinions on school policies that are under review every term. Watch for this in our weekly newsletters.

Concerns This information is designed to help parents and caregivers understand what to do if they are concerned about some aspect of Ladbrooks School. The website has further details on how to make a complaint.. The school encourages open communication and prefers that you come to talk through a problem rather than discuss it in the community. It is our job to be fair and to listen to your concerns, but this involves your support as well.

- If the matter involves the learning programme or a teacher, it is essential that you contact that teacher first. You could email or phone the teacher concerned with a view to making a time to discuss the concern. The staff member involved may not be able to talk to you when you approach them so it is best to make time when you are both free.
- Indicate before the discussion what the concern is about, if possible.

- Talk with the relevant staff member about the issue and be prepared to listen to their point of view. Problems should not be discussed in front of children - either at school or at home.
- Provide feedback to the teacher as to whether you were satisfied or not, to ensure the problem is settled. We ask that staff show you respect and ask that you show respect for them.
- The first person you should see regarding your concern is the person closest to the problem. There are usually two sides to a story.
- If you have concerns regarding another child, you must approach the school, not the child or their parents.

We will only know of your concerns if you communicate them to us.

What if I do everything as suggested in the section above and the problem is still not solved, or if the problem does not involve a particular teacher?

- Approach the DP or Principal
- The concern will usually be dealt with by the Principal, but in some instances may be referred back to teachers, Leadership Team or the Board of Trustees. If your complaint relates to the Principal or the Board of Trustees you should write to the Chairperson of the Board outlining your concerns in detail, including your name and contact number.

Cyber Safety and Internet access Families will be asked to review and sign our Digital Use Protocol yearly. This partnership will help to keep tamariki safe online. Children are welcome to bring their own device to school after a discussion with their child's teacher.

DONATIONS Our school utilizes the voluntary contribution of our families to help function and provide the best opportunities for learners. Your voluntary contribution may take a number of different forms; a cash donation, library book donations, trees or plants for landscaping, time for parent help, passion projects or to assist learning programmes.

Enrolment Zone Information on the zone can be found on the website.

EOTC (Education Outside The Classroom) Each learning communities tries to have an overnight camp each year. Your teachers will let you know in advance of the dates, details and costs.

Hats We are a sunsmart school and children are required to wear hats outside in Terms 1 and 4. It must be a blue bucket or wide brimmed hat, which is clearly named.

Holiday dates can be accessed on the school website

Hours
8.55 a.m. School starts
10.40 a.m. - 11.00 a.m. Interval
12.00 p.m. - 12:40 p.m. Lunch
3.00 p.m. School finishes

Note that the office is not manned on a Wednesday or Friday afternoon.

Jewelry and Makeup These should be simple, practical and not inhibit safe play. No makeup please.

Keeping in touch We have a variety of ways of letting you know about what is happening at school.
- We email and send home a weekly newsletter

- A daily message board is located outside the school
- Facebook page www.facebook.com/ladbrooks
- You can phone the office on 03 3296885 between 8:00 am and 3:30 pm.
- HERO

KINDO The app that helps you connect to PALS. You can buy lunches, second hand clothes or donate to fundraising opportunities.

Kiwi crossing We have Road Patrol running most mornings and afternoons depending on volunteer help. It is essential for the safety of everyone that you use the crossing and do not cross the road anywhere else. It is also important not to do u-turns close to the crossing.

Library There are library books in each learning community and families are welcome to borrow books, please see your child's teacher if you have questions about borrowing books.

Lost Property We try to minimize lost property by returning named items straight away and encouraging children to put their belongings into their bag straight away. If you are missing any named items, check the lost property seat at the front of the school.

Lunches We encourage wrapper free lunch boxes and teach children about waste reduction. You can help by not using cling-film or non-reusable packaging. Children play first, then sit and eat their lunch from 12:25. Students can order their lunch on a Friday through KINDO.

Newsletter and Notices There is a weekly newsletter from each learning community that comes out on a Friday. Additionally, the Principal also sends out a newsletter on a Friday. You can receive these and other communications through your email address and HERO or the website.

Opportunities
Students can be part of many opportunities; including: chess club, lego club, winter sports, athletics, cross country, duathlon, winter sports, gymnastics and equestrian competitions, touch rugby, basketball, netball, swimming sports and choir.

Parent Participation The school welcomes the participation of parents in many aspects of school life. This involvement is very much appreciated by both staff and children. Under the Vulnerable Children's Act it is a requirement that you are police vetted prior to assisting in the classroom or on trips outside school. The paperwork for this is available from the school office.

Individual teachers will notify you of ways in which you can help in their programmes. Not all teachers choose to involve parents in the same aspects of their classroom programmes. However, there are other ways that you can help, such as volunteering for PALS, working bees, school trips, assisting with clubs, sports etc.

We do ask that you consider the following points if visiting or participating in the classroom programme.

- please let the teacher know if you are unable to attend
- ask the teacher about the appropriateness of bringing pre-schoolers when parent helping
- find out what routines and procedures are used by the teacher. It is important to be consistent
- check with the teacher in case there are special management programmes being used with some children
- the Privacy Act has implications for all volunteers involved in classroom programmes
- please respect the privacy of the teacher's table and any personal material in the room, eg work plans, records, books and desks belonging to children other than your own
- we ask that you keep confidential any matters that might be of concern to you and please talk these over with the teacher
- let the teacher know of any skills and interests you may be able to share with the class.

Performing Arts We endeavor to show a production every two years. We have regular kapa haka performances as well.

Policies The Board of Trustees sets and reviews school policy. We often ask for community input regarding these reviews. Watch the school newsletter for details. You can view the policies via the BOT section of the website.

Reporting We report in a variety of ways:
- First day of Term 1 meeting
- Interview after 6 weeks at school
- Interview in Term 3
- HERO report on progress and achievement in Literacy, Numeracy, Mangopare/other curriculum each term
- Progress against the curriculum in Terms 2 and 4
- Parents are welcome to talk with teachers, the principal, or SENCO at any time throughout the year

Stationery Lists are posted on the website at the end of each year. It helps us greatly if your child can have the correct stationery (correct line/grid sizes for year level) from day one of the school year.

Sport We offer a wide range of sports and information will be sent via email when events are on offer.

Sports uniforms For most sporting events Y5-8 students are provided with a Ladbrooks Sports uniform when representing the school.

Uniform A second hand uniform supply is available in the sick bay. You can select what you want yourself and pay for it on KINDO. Please look at the website for specific information regarding uniform options.

Website
The school website is a major information and celebration point for the school community.