

## **Welcome from the Principal**

Kia Ora and welcome to our school. We welcome you as a new member of Donovan Primary. This booklet outlines some useful information for you as new parents. This information is not definitive so communication is our catch phrase. We hope that through open and frequent communication we can make lasting relationships between home and school. Our team is here to take your child on a journey of 'raising achievement'. Enjoy the ride.

## **History**

Donovan Primary was established on 31 January 2005, following the restructure of Invercargill Schools. Three schools merged (Grasmere, Waikiwi and West Plains) to form a new school on the site of a recently closed Intermediate School located on Drury Lane.

Our school is a Year 0 – Year 6 school with a decile 5 rating. We are the only state primary school in the north west quadrant of Invercargill.

## **Mission Statement**

Our school, with community support, will provide a positive teaching and learning environment where everyone is given opportunity to achieve.

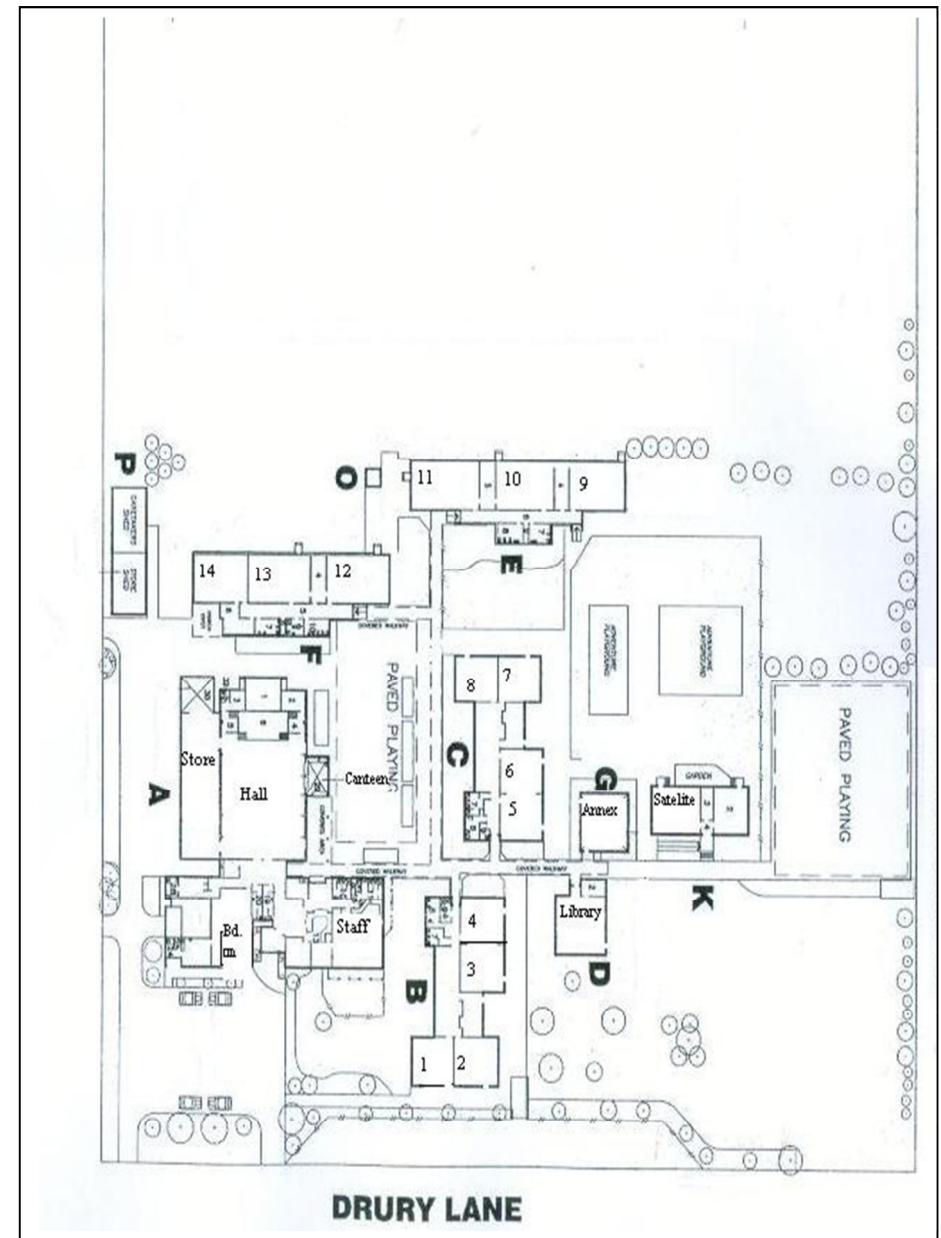
The Staff and Board of Trustees of Donovan Primary welcome your family and want your association with the school to be an enjoyable one. The school is sensitive to the individual needs of each child and sets out to meet them. It is the desire of the school to have open communications.

#### School Contacts

School (03) 215 9664  
Fax (03) 215 9937  
Email [office@donovanprimary.ac.nz](mailto:office@donovanprimary.ac.nz)

#### School Hours

Enter school grounds	8.30am
School Starts	8.50am
Morning Tea	10.00am – 10.20am
Brain Break	11.20am – 11.30am
Lunch Break	12.30pm – 1.15pm
End of School	3.00pm



## Reporting to Parents

Class teachers are responsible for the monitoring, assessment and evaluation of all pupils in their care. Oral reporting, written reports, and portfolios are the methods for reporting to parents. 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 teacher.

## 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.

## Uniform / Clothing

The school sports uniform and regulation sunhat is compulsory for all pupils. Sunhats must be worn during term 1 and 4. These hats are available at the school office for \$15. The sports uniform consists of a yellow (monogrammed) polo shirt and blue shorts. This will be lent to the players and returned to school at the end of the sports season. We currently have an optional school uniform. This can be purchased from Postie Plus on the corner of Spey and Leven Street Invercargill.

## Pupil Absences

Where a child is not expected to be at school either because of sickness or any other reason, parents are asked to inform the school by telephone (Ph 2159664) **before 8.50am** or send a note to the office with another family member. You are welcome to leave your message on our answer phone or text 0273727070. We will endeavour to contact parents of non reported absences.

## Some of Donovan Primary's Annual Events:

- Aerobics Festival
- Australasian Writing/Maths/English Exams
- Drama Festival
- Hip Hop Festival
- Kapa Haka Festival
- Kids for Kids Festival
- Music Festival / Sing Out
- Pacifica Festival
- Parent Interviews
- Performances for parents (Bi-annual)
- Retell Festival (entire school)
- School Presentations
- School/Zone/Southland Athletic
- School/Zone./Southland Cross Country
- Ski Trip
- Southspell Competition
- Sports – Cricket, Flippaball, Hockey, Netball, Touch
- Swimming
- Various visiting performers and shows
- Year 5 & 6 Camp
- Year 5 & 6 Marae Experience
- Year 6 Leavers Day and Graduation

## **School Grounds**

We encourage the use of the grounds and outside equipment, out of school time. We hope that you will help us in preventing damage by reporting any irresponsible behaviour. People using the grounds out of school hours do so at their own risk. Please note that skateboards are not encouraged in our school grounds after school hours.

## **Bikes**

Cycling to school – Year 4-6 children may ride bicycles to school. Year 3 children can also, provided written permission is given by parents. Locking of bicycles in stands is recommended. Children must not cycle on footpaths and they must wear certified cycle helmets.

## **Crossings**

All children are encouraged to use the identified crossing on Drury Lane and Renfrew Street. Drury Lane has road patrol on duty from 8.25am until 8.50am and 2.55pm until 3.20pm each school day.

## **Parking**

Parents should not stop cars on the bus stop in front of the main school to collect children. The P2 area in front of the classroom on Drury Lane is for pick up and drop offs only. If you leave your vehicle you could also be ticketed by the Police. Parents are not to drive up the southern driveway to the back of the school. This creates a dangerous situation with foot traffic trying to move at the same time as vehicles.

## **Leaving School Grounds**

Children are not permitted to leave the school grounds during lunch hour. The school must be notified if children are being collected during school hours.

## **Bible in Schools**

Christian Education lessons are held once a week for half an hour. These lessons are inter-denominational. If you do not wish your child to participate in Bible in Schools please advise the office in writing and your child will be withdrawn. Some classes will be asked to purchase a programme booklet.

## **Board of Trustees Meetings**

The Board of Trustees usually meet at Donovan on the third Tuesday of the month at 5.30pm.

Parents are reminded that the meetings of the Board of Trustees are open to the public.

## **School Canteen**

The PTA parents organise a canteen for heatups at a cost of 20c each. The food items are to be named with class number and have the 20c attached. On Friday's lunches can be ordered from the canteen and the menu is included in this enrolment pack. The lunch order money is to be in an envelope marked with name and room number and placed in the lunch baskets in each classroom. The baskets are taken to the canteen.

## **Five Year Old Entry to School**

Five year olds usually commence school on the day of their 5<sup>th</sup> birthday. Pre entry visits are held at a time to be arranged between the parent and the class teacher prior to their 5<sup>th</sup> birthday. Parent and child are to both attend but with no other siblings please. Enrolment forms should be collected from the school office. It is necessary for us to see your child's Birth Certificate and Immunisation Certificate from their Plunket book.

## **School Playground Rules**

The Rules of Donovan Primary are:-

- Use only acceptable language
- Inappropriate behaviour is not acceptable
- Respect your own property and the property of others
- Sunhats to be worn Term 1 and 4.

## **School Stationery**

General stationery is not available for purchase at school but we do sell a New Entrant pack for all new entrant children. This pack contains everything the new student will require for starting school.

## **Newsletters**

Newsletters informing you of school activities are sent home every second Thursday with the oldest in the family. They can be emailed if you prefer. Just let the office know your email address.

## **School Donations**

The grants from the 'Government' are never sufficient to cover all the school's expenses. While we do have fundraising activities run by our PTA we also ask you to make an annual voluntary donation towards the cost of your child's education. The school donation is currently set at \$50 per child, \$70 for two children and \$80 for three plus.

## **Parent Involvement**

Staff welcomes the involvement of parents in class and school activities.

## **Internet User Agreement.**

The Internet is a wonderful tool for finding and sending information. However, some people in the world put information and pictures on it that are not appropriate for children to view.

To be able to use the Internet/Intranet or Email at our school, you must agree to a few simple rules. If these rules are broken, the use of the computer and access to the Internet/Intranet and Email will be taken away from you.

**RULES:**

1. If I damage a computer, computer equipment or a computer programme deliberately, my parents/family and I accept responsibility for repairs or replacement of any part of the system, to a level determined by the school on a case-by-case basis.
2. I must not eat or drink when I am working on or by the computers.
3. I must not bring personal CD's or disks from home to use on a school computer.
4. To log on to the Internet/Intranet or Email, I must be given permission
5. I must not access material that is inappropriate, offensive or dangerous. If I accidentally discover rude or unpleasant information and/or pictures on my screen, I must turn the monitor screen off and tell the teacher right away.
6. I must not give anyone on the Internet information about myself or anyone else. This includes address and phone number.
7. I must not send any Email messages which are offensive, dangerous, inappropriate or illegal.
8. I must not go into teacher or office files or other children's files on the computer, as these are private.
9. I must use only the search engines especially identified by Donovan Primary as being safe for children.

If I break any of these rules I will lose the right to use the computer and Internet/Intranet and Email, and my parents/family will be informed.

# Donovan Primary

## Key Competencies

- Managing Self
- Thinking
- Relating to others
- Using language symbols and text
- Participating and contributing

## Values

- Respect
- Honesty
- Personal excellence
- Independence
- Responsibility

## Our Vision for Donovan Primary

Our learning community provides a positive learning environment, which develops adaptable, caring, self motivated life long learners.

## Donovan Primary Beliefs

that underpin our Vision

- A partnership between the school's community where everyone shares the same vision.
- Positive role models from everyone involved in the school.
- Quality and effective teaching and learning programmes, with an emphasis on Literacy and Numeracy and Physical Education, to cater for the needs and abilities of all children, including children with special needs and special abilities.
- A positive, safe and secure teaching and learning environment where reflection and self review are evident.