



# FIRTH PRIMARY SCHOOL

## Information Book



Ph: (07) 888 7396

Station Rd, Matamata

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

Haere whakamua E tipu e rea - Go forward; Grow and flourish





## Kia Ora & Welcome to Firth Primary,

Our children are the school's most valuable resource and at Firth we strive to provide opportunities that will enable your child to become the best that they can be. We celebrate the achievements of our students both past and present.

*At Firth we:*

- ✓ Have a great teaching staff that offer a diverse range of learning experiences. They are up to date with current curriculum and work tirelessly to keep themselves up to date professionally. We emphasise the importance of a sound base in numeracy and literacy.
- ✓ Encourage positive behaviour and promote this through our citizenship award. Good behaviour at Firth is rewarded daily.
- ✓ Believe in and teach the core values of honesty, respect, caring for others, effort, tolerance, reliability, fairness, pleasant manners and taking responsibility for our actions and ourselves.
- ✓ Value parents as a vital part of the education process and encourage their involvement in our school through our open door policy and sense of partnership.
- ✓ Support all children in an inclusive environment.
- ✓ Provide start up stationery for all learners.
- ✓ Support our children in extra curricular activities. We enjoy celebrating and nurturing our student's special skills and abilities.
- ✓ Provide a safe and attractive environment.
- ✓ Offer Kapahaka, choir, music and dance lessons.

*We look forward to your child going forward to grow  
& flourish during their time with us.*

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## Board of Trustees

The Board of Trustees is a governing body of the school that is elected by the parents of school children to represent them in helping to ensure the school is able to function well. The BOT is responsible for employing the principal who oversees the management of the school. The Board of Trustees consists of the Principal, elected parents and a staff representative. The Board meets in the school staffroom once per month. The meetings are open to the public and you are most welcome to attend. Minutes of the meetings are available on our school website. Elections take place every 3 years.

## School Organisation

The school caters for children from new entrant to year 6. Teachers meet regularly and organise programmes suited to the needs and abilities of our learners. We also run buddy classes where a junior class pairs off with a senior class for organised activities.



## Concerns / Complaints

Any concerns/complaints regarding children or staff should in the first instance be referred to the classroom teacher. If further discussion is needed then please contact the Principal. The school policies are available for your perusal via our website.

## Absences

Should your child be absent through sickness or any other reason, it is important that the school be contacted by either texting 027 266 0365, phoning the office on 07 888 7396 or via our webpage [www.firth.school.nz](http://www.firth.school.nz). It is important for your child's safety that we know where children are. We will contact you to follow up an unexplained absence.

## Withdrawal

Children do on occasion need to be removed from school for various reasons. Please advise the office or classroom teacher in advance. If taking children from school early please sign the register at the office.

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## Sun Safety

Children are required to wear a supplied school sunhat during terms 1 and 4 when they are outside. If students lose this hat a small charge will follow to replace it. We encourage the use of sun-block. All students must have clothing that covers their shoulders. Sunshade is available. We are proud to be a Cancer Society Sunsmart Accredited School.

## Break times

Here at Firth there is always lots of fun to be had during break times, we offer:

- Cycle track and bikes
- A modern school library
- Fun enviro garden with chickens!
- Organised lunchtime sports
- A well-equipped sandpit
- An established native area
- Plenty of sports equipment
- Adventurous playgrounds



## School Hours & Breaks

8.55am	<b>School Starts</b> <i>(any children arriving after this time MUST report to the office)</i>
10.20-10.40am	<b>Morning Tea</b>
11.40-11.50am	<b>Brain Food Break</b> <i>(cheese, fruit, crackers, yoghurt)</i>
12.45-1.30pm	<b>Lunch</b> <i>The children sit for the first 10 minutes to eat their lunch in a supervised area.</i>
3.00pm	<b>School Concludes</b>

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## School Cycle Track

All children at Firth are issued their own cycle helmet so they can enjoy the 61 bicycles we provide for our learners health and fitness. The cycle track encircles our large playing field and the bikes are used for both our exercise programme and within individual classrooms. The bikes are also available for lunchtime use.



## Education Outside the Classroom

From time to time, classes at school take part in a variety of class trips to support their learning. Some are local, some further away. Some require transport, others just parental assistance. We appreciate any help you are able to give. Notification of any trips is given to your child. All trips require you to sign a permission form.

## Year 6 Camp

Year 6 students participate in a school camp each year. The camp is usually held week 5 Term 4, Monday to Friday in November. We encourage all students to participate. Their personal growth is astounding. You are welcome to make partial payments throughout the year, please contact the school office for account details. School staff always plan to minimise risks and are required to complete safety action plans prior to departing on any trip taken outside of the school environment. The safety of everyone concerned is always given top priority! This camp is fantastic way to finish their final year at Firth before moving to Intermediate.



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## Fundraising

Fundraising is essential for schools in order to obtain those resources that the government dollars do not cover. These resources are necessary to provide the best for your learner. The Firth Parent Group assists the school with this task. This group welcomes new members and if you would like to join please ask at the Office.

## Homework

Homework will consist of reading, please do not expect your child to bring home a different book each night. Teachers may choose to use the same book a number of times but for different reasons. Talking to your child about what they have read is really important.



## Duffy Book School

We are part of the books in homes project, we are a Duffy School. Each learner receives a new book at least three times a year. If they are lucky enough to receive a Duffy Award they receive an extra book. We also enjoy Duffy theatre and role model assemblies with special guest appearances.



## Terrific Kids

The local Kiwanis Club helps us recognise children who are really trying their best and working very hard throughout the term. Each child receives a certificate and money which is put towards books for our school library.

## Library

We have a very attractive library. It is extremely well stocked and we actively encourage children to browse and borrow books. We encourage children to transport books in book bags or other coverings to protect the books. Responsibility for care of books lies with the borrower and replacement costs will be requested if they are lost or damaged.

## Found Property

Found property is kept until the end of the term and then sent to a local charity. The found property is in bins between classrooms. Feel free to check it out at any time. Please name your learners clothing and shoes.

## Newsletter

A newsletter is published every two weeks and is available online. We will notify when the newsletter is ready via facebook. If you would like a paper copy please advise the office.

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## Lunches

On Thursdays and Fridays we offer school lunches. Orders need to be in by 9am. Orders must be in an envelope clearly showing name, class and order. Please ensure the correct change is enclosed. An up to date menu is available from the office.

## Medical

Children who become sick at school are taken to the medical room where they are supervised by office staff. Parents or caregivers are contacted. Minor accidents are treated by staff and all accidents are recorded in an accident register. A medical register is kept of all learners with a serious medical condition or allergy. Staff are made aware of these learners and the appropriate action to be taken if required. Parents are asked to make sure that the school is informed of their child's health needs and medication. If your learner has spent time in the sick bay during the day and we have been unable to contact you we will send home a letter explaining this. **An emergency contact number must be made known to the school.**

## Medication at School

Occasionally it is necessary for children to take prescribed medicines during the school day. It is essential that parents or caregivers sign a medical statement (held in the school office) authorising a staff member to administer the medication on your behalf or to send a note along with the medication giving staff authority. This medicine will be stored in the administration area, administered at the appropriate time, and a record kept of the medication given. The medical practitioner's directions must be included on the label of all dispensed medication.

## Special Days

During each year, we hold the following special events:

- Athletic sports
- Long distance fun run
- Inter school cross country
- Book Week
- Healthy Eating focus (breakfast or lunch)
- Swimming sports
- Gala Day
- The Arts/Science/Technology Focus Weeks
- Pet & Flower Day



## Stationery

At Firth we provide all of our learners with free start up stationery. However, each class may request a few extra items to help you learner, ask at the office for this list.

## School Donation

The Board of Trustees asks parents for a small donation activity fee to support payment for the large amount of paper used photocopying notices, art materials and to cover various other activities involving the whole school. This includes payment for visiting performers who are organised to visit our school.

\$ 40.00 for 1 child per year if paid by the end of term 1

\$ 70.00 for 2 children per year if paid by the end of term 1

\$100.00 for 3 children per year if paid by the end of term 1

or \$15.00 a term per child.

In addition, we also require an annual \$15 paper charge per student.



## School Behaviour Management Programme

We have an expectation at Firth that we can all teach and learn with a minimum of disruption. A family environment is fostered and we place a huge emphasis on our core values through our focus on citizenship! Class and school rules are clearly defined with consequences both positive and negative clearly communicated. We really value and reinforce positive behaviour on a daily basis. Be prepared to hear about "Green Days," "GOTCHA," "Citizenship Awards," and our 5 school success keys. At Firth Primary we have three major focuses:

Always show your Firth  
Family Values.

If it's not nice, don't  
say it, or do it!

Have a "Can do, will do, positive attitude".

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## School Shirt

Firth Primary has a stylish and easy to maintain school shirt. Please enquire at the office for sizes and current prices.

## Swimming

Swimming instruction is held when the weather is sufficiently warm. Our objectives are to encourage participation, promote water safety, and improve swimming skills. We request that you support your children by bringing NAMED togs and towels to school daily at these times. A note is required if children are not able to swim stating the reason. The swimming pool is heated by a solar heating system and cool temperatures are not an issue for the main part of the season.



## Te Reo Maori

Te Reo Maori is integrated in all classroom programmes. Kapahaka is offered for both junior and seniors.

## Dance & Music

We offer dance classes at school on Fridays for all classrooms and music extension is also provided. Currently our learners enjoy playing the ukulele and/or the drums.

## School Choir

This group meets on a Friday after our celebration assembly. Our choir performs on many special occasions and goes out of school to sing in a variety of preschools and rest homes. We are privileged to have Mrs Lesley Johnston on our staff who is an experienced choir teacher.



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## Traffic Safety

If travelling in the school gate all drop offs and collection of students must be within the dedicated areas. Please NEVER use the staff carpark as unpredictable car movements are common.

## Transport - Bus

Bus transport is available for those who meet the criteria. Parents must notify the school if a child is not going to be using the bus on a particular day as children are checked onto the buses. All children must adhere to bus rules.



## Bus Area (on front of road)

This needs to be kept clear for the use of buses at all times. Children who need to cross Station Road cross at the teacher on duty at the Road Warden crossing. Parents please observe this also - you are important role models!



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## Help agencies associated with Firth Primary School

### Oral Health Centre (dental clinic)

The therapists can be contacted on Ph. 888 5202 if required.

### Hearing & Vision Testing

Hearing and vision testing is carried out at school for all 5 year olds. Other testing is carried out if requested by teachers, parents or other persons. Follow up tests are carried out on children if needed. Parents will be notified if a follow up is recommended.

### Public Health Nurse

The Public Health Nurse is employed by the District Health Board to serve the Matamata area. Her role is to promote good health. She visits Firth School on request once a referral form is completed and signed by a parent.

### Social Worker in Schools (SWIS)

We have this service available to have an independent person for families or children to work with. Our social worker can be contacted on 021 490 294.

### Resource Teacher Learning & Behaviour

Three Resource Teachers of Learning & Behaviour (RTL B) have their base at Firth Primary School. These teachers are responsible for assisting pupils with identified learning and behaviour needs. Their role is to provide advice, and in collaboration with classroom teachers, plan intervention programmes designed to manage the behaviour and/or address the learning difficulties of a class, group or individual student.

### Resource Teacher Literacy

The Resource Teacher Literacy (RTLIT) is based at Firth Primary School and is responsible for assisting pupils with identified literacy learning difficulties. Her role is to provide advice, and in collaboration with classroom teachers, plan intervention programmes for a class, group or an individual student.

### MOE Special Education

This is available to help children, parents, families and teachers, providing:

- Advice on deaf /vision Impaired children
- Psychologists
- Speech and language therapy
- Physio or occupational therapy