

DUNTROON SCHOOL

The B.E.S.T we can be



Believe in yourself, Empowered to learn, Socially responsible, Thinkers and learners for life.

Duntroon School

5 K. R.D.

Oamaru

Phone: 03 4312829

office@duntroon.school.nz



Duntroon School North Otago

SCHOOL PERSONNEL

BOARD OF TRUSTEES

BOT Members 2025: Nathan McLachlan (Presiding Member), Sarah Caldwell (Principal), Kate Frear (Staff Trustee), Paige Wills (Deputy Presiding Member), Lowri O'Callaghan, Mike Andrews, Ben Douglas, Lucy Tremewan.

Parents are welcome to attend Board of Trustees meetings and copies of minutes and agenda are available. Please contact the school if you would like a copy. BOT elections are held every 18 months to ensure continuity of members.

SCHOOL STAFF:

With multi-level classes, their composition varies according to the numbers of children in each group. We have low junior class numbers in order to give your child the best possible start to school.

Principal:	Sarah Caldwell	principal@duntroon.school.nz
Teachers:	Kate Borrie (Rm 1)	kateb@duntroon.school.nz
	Kate Frear (Rm 2)	kateg@duntroon.school.nz
	Rebecca McNeill (Rm 3)	rebeccam@duntroon.school.nz
	Jane Simpson (Rm 4)	janem@duntroon.school.nz
	Grace Tilbury (Rm 5)	gracet@duntroon.school.nz
Office:	Janette Fielding Loretta Tait	
Teacher Aides:	Loretta Tait Anne Phillips-Vira Maria McMath	
Cleaner:	Maria McMath	
Groundsperson:	Chris Woodmore	
Dental:	Community Oral Health Service	4346504
Bus Contractors :	GO Bus	03 477 5577

We are committed to providing the best possible learning environment for your child so if you have any queries or concerns we want to know. We want to give you our undivided attention so please make an appointment if you need more than a quick word before or after school. Please visit www.ero.govt.nz for the latest Education Office Review of our school.

GENERAL INFORMATION

ABSENCES

To ensure your child's safety we ask that you contact the school **before 9:00am, preferably via Skool Loop**, if your child is unable to attend school for any reason. If no contact has been received the school will contact you.

BUS PUPILS

We have three bus routes which are operated by GO Bus. On enrolment you will be provided with the information required to access the bus services.

Morning

It's not necessary to make contact if your child will not be on the morning bus for some reason. Please contact school if your child will not be using the bus for an ongoing period of time though.

Afternoon

To avoid any confusion pupils who travel to school by bus are asked to provide a note if they are not going to be on the bus in the afternoon. Phone calls are acceptable in an emergency but a simple dated note is the most convenient and reliable. One note dated for a regular ongoing arrangement is sufficient.

All enquiries regarding buses should be directed to the Bus Contractor or the Principal.

DRINK BOTTLES

We have filtered water in the fountains. Children are encouraged to have water bottles in the classrooms and these can be filled with filtered water from an outside tap. Children take bottles home at the end of each week for cleaning.

ENROLMENT

Children are entitled to start school the day they have their fifth birthday. They can start later than this at the parents' discretion. When approaching the age of five children are encouraged to visit the school one day a week during the month before their birthday. This helps to make the transition to school as smooth as possible. Contact the Junior School Teacher to arrange convenient visiting times and for enrolment information.

Enrolment details are available from the school office as a pack or may be downloaded from the school website. New Entrant enrolment requires a copy of their Birth Certificate and Immunisation Record (most often found in the Plunket/Well Child Book).

FOOTWEAR

Footwear is removed at the door. Please make sure that your new entrant children have shoes that are easily put on and off. To avoid bee stings and injury children are required to wear shoes in the playground unless otherwise advised.

HATS

Dunroon School is a Cancer Society 'Sun Smart School'. Which means we implement a comprehensive sun protection policy that meets the Cancer Society of New Zealand's criteria. The aim is to reduce the harmful exposure of students and staff, and those within the school environment, to ultraviolet radiation and therefore to reduce the risk of skin cancer.

The Home & School have purchased navy brimmed hats to be given to all newly enrolled pupils. A child's second or subsequent hat is expected to be purchased by parents. Children have the option of wearing a navy beanie in the colder months when brimmed hats are not compulsory.

HOME AND SCHOOL

The Home and School was established in 1997 as a body of parents and community members who meet each term to discuss various topics related to school and children. The Home and School's major fundraising event, the Danseys Pass Trail Ride, has run since 2000. Additional funds raised have provided the school and students with wonderful up to date resources. Every parent and teacher is an automatic member with the President, Secretary and Treasurer being elected each year.

HOMEWORK

While children should not be burdened with large amounts of homework we see real value in small regular homework which reinforces classroom learning, keeps you in touch with your child's learning and develops self management skills. Individual teachers will keep you informed about their expectations.

LUNCHES

A pie warmer is available daily for heating children's lunches (cooked foods only). Please ensure these are in a heatproof/non-breakable container (NOT plastic), securely wrapped in foil and clearly named with waterproof marker. Commercial foods such as pies/quiches, with an ovenproof wrapper, may be left in this and also named.

LOST PROPERTY

We have a tidy up at the end of each lunch time and items of clothing are claimed daily so we don't have a build up of lost property. **Please name your child's clothing.**

MEDICAL

Medication

This should be sent to school with written instructions on how and when to use. All staff will be informed of its presence. The board has a policy on medication. This should be checked if children require regular medication.

First Aid Treatment to Pupils

Should a child suffer an accident at School, they will be attended to, and if it is felt that a doctor's advice is necessary parents will be contacted immediately. If unsuccessful a child will be taken to a doctor.

Common Diseases

Period of exclusion from School:

Measles: for at least 7 days from appearance of rash until recovery.

Chicken Pox: for 1 week from appearance of blisters.

Diphtheria: for at least 2 weeks from onset.

Mumps: until all swelling has subsided and patient restored to health.

Ringworm: nil, if under treatment

Headlice: nil, if under treatment

School sores: nil, if under treatment

Vomiting: Children should have 48 hours without vomiting before returning to school

Information is available from your local doctor or Public Health Nurse who visits the School periodically.

Public Health Nurse Alison Pile 433 0260

NEWSLETTERS

Our school newsletter is one of our most important means of communication. It is written by the children, teachers and principal and has reports about class activities, whole school events, upcoming events, school policy changes, and matters concerning everyday running of the school. It's emailed every Friday. The newsletter can also be found on our school website and on the Skool Loop app (information regarding Skool Loop can be found under **COMMUNICATION**).

REPORTING TO PARENTS

In the first term parents are informed about classroom programmes by class meetings and newsletter.

Formal reporting to parents is done twice a year. There is a beginning of the year Goal Setting interview and two written reports.

We welcome parent input and inquiries and are happy to arrange interviews at other times.

SAFETY ON THE ROADS

Students are issued with a Hi-Vis Safety Vest on enrolment and it is compulsory for students to wear these when travelling to and from school, regardless of their mode of transport.

Pedestrians

Children should know how to travel safely on their way to and from school. They should be aware of how to cross the road and on which side of the road to walk. Our children are provided with safety vests which they will be expected to wear when travelling to and from school, whatever mode they use to get there.

- * Look both ways before crossing the road.
- * Walk smartly across the road.
- * Keep to the right of the road if there are no footpaths.

Cyclists

All children using bicycles must wear helmets and be taught the road rules.

The MOT recommends children below the age of **10** should not bike to school unsupervised. To avoid congestion with the buses children are expected to push their bikes to the corner of Livingstone St and Middleton St before following their own route home.

Cyclists and pedestrians should go straight home after school.

Car Passengers

Children are collected from the verandah.

SCHOOL DONATION REQUEST

This is set annually by the Board of Trustees and is a voluntary contribution. This is used to provide the children with resources and educational opportunities that would not otherwise be provided by the government funding we currently receive.

SCHOOL HOURS

Morning School (session 1) -	9.00am - 10.20am
{Interval 10.20am – 10.40am}	
Morning School (session 2) -	10.40am- 12.30pm
Lunch 12.30pm - 1.30pm	
Afternoon School (session 3) -	1.30pm - 3.00pm

COMMUNICATION

The school phone number is (03) 431 2829.

We have an answer phone which is checked each morning, lunchtime and at the end of day.

You are also able to download the Skool Loop app by going to the App store (Apple I phones) or Google Play store (other smart phones – Samsung). Once you have downloaded the app, you choose Duntroon as the school you want to get communication from. Then you can choose what type of notices you receive depending on what class your child is in and what activities they participate in. You can receive the weekly newsletter via Skool Loop and also fill in permission slips and advise us if your child is going to be absent via email, phone or txt message.

Information regarding important dates and upcoming events can also be found on our school Facebook page (Duntroon School North Otago).

STATIONERY

Please refer to the stationery list included in the enrolment pack.

SWIMMING

We are fortunate to have a heated swimming pool. We employ a specialist swimming teacher for a period at the beginning of the year. Families and the community may buy a season key for use over the summer.

TECHNOLOGY TRAINING

Each term the Year 7 & 8 pupils attend four days of Technology at the Oamaru Intermediate School. The children are transported by bus and leave school at 8.30am, returning to school at the end of the day. Parents make a contribution to the costs of the programme.

Our normal school buses run early on these days so that children can be at school by 8.30.

Parents are notified of Technology Days in the school newsletter, on the Skool Loop app and on our school Facebook page.

VALUABLES

As teachers cannot be responsible for the custody of valuable articles, children are advised not to bring them to School. Policy on watches is "wear at your own risk and expense". Toys are also discouraged.

UNIFORMS

Our uniform is available through Schooltex and can be purchased at the Warehouse.

All students wear the Duntroon school polo.

You can opt for the Duntroon Polar Fleece to go over top. Also available for purchase at the Warehouse.

Navy bottoms in the form of shorts, skorts or track pants are suitable.

Practical footwear for sports and outdoor activities is a must.

Any queries can be directed to the school office



PRESENTATION / PRIDE IN APPEARANCE

Uniform clean and well presented

Clean hair tied back off face for safety and hygiene reasons

Nails and hands clean, no nail polish

No dangly earrings (small stud earrings only) or large bows in hair