

QUEENSTOWN PRIMARY SCHOOL

Te Kura Tuatahi o Tahuna



Queenstown Primary School promotes **quality** learning, encourages **perseverance** and empowers students to create their own pathways to **success**.

PARENT INFORMATION

INTERPRETER

If you need help translating some of our school documents, we can provide assistance.
Please contact the school office.

Welcome to Queenstown Primary School



We are a great school in which to grow and learn. We are committed to delivering a high quality and balanced education within a breathtakingly beautiful setting. We are situated in central Queenstown within a short 3 minute walk of the town centre.

Our students have many opportunities to participate in unique activities based on a strong outdoor education focus. These include activities such as skiing, ice skating, hiking, biking, golf and outdoor camps. We recognise students' diverse abilities, interests and ethnicities and aim to provide a wide-ranging programme that will meet all of their needs; academically, socially and physically. We provide an inclusive community and welcome families from all over the world.

The staff and I look forward to encouraging and supporting your child through their learning journey. We believe that for schools to be successful there needs to be a dynamic partnership between home and school. We encourage you to visit our school, meet with myself or members of the senior leadership team and help us to learn more about your child's learning needs.

These are exciting times and Queenstown Primary School is equipped to ensure raising student achievement is our core business. We want learning to be fun, focused and family friendly. That means we intend working with you to add value to your child's education.

Kind regards,

Fiona Cavanagh

PGEdLM, MEdLM

Email contact: admin@queenstown.school.nz

MISSION STATEMENT

Queenstown Primary School promotes **Quality**, encourages **Perseverance** and empowers each student to create their own pathways to **Success**.

The school values **Respect, Caring and Integrity** are an integral part of the teaching and learning programme. They are expressed in everyday actions and interactions within the school.

In addition we encourage each student to:

- ◆ Develop a positive attitude and work ethic
- ◆ Self regulate their learning
- ◆ Inquire and create new knowledge
- ◆ Develop key competencies to ensure they become a lifelong learner
- ◆ Take pride in personal and collective achievements
- ◆ Enjoy outdoor education activities
- ◆ Care for the environment
- ◆ Show resilience and respond to change
- ◆ Be creative and strive for excellence
- ◆ Meaningfully use technology in a global community

Facilities at school include:	Extra Curricular features of the school:	Programmes and Support:
<p>Well resourced Library</p> <p>3 separate playground areas within the school</p> <p>Extensive, well maintained school fields</p> <p>School Hall and Multi Purpose Room</p> <p>Music Room</p> <p>Swimming Pool for junior classes</p> <p>Wide range of ICT equipment available for classroom use (Apple Mac and PC based)</p> <p>Wireless network throughout the whole school</p> <p>Dedicated technology and science classrooms for Year 7/8</p>	<p>Student Leaders</p> <p>Student Librarians</p> <p>House Groups and House Leaders</p> <p>Enviro Group</p> <p>QPS News</p> <p>Techi Experts</p> <p>Kapa Haka Group</p> <p>PALs</p> <p>Chess club</p> <p>Choir</p> <p>Rock Band</p> <p>Peer Mediators</p> <p>Winter programmes (Skiing, Snowboarding, Ice Skating)</p> <p>Outdoor Education</p>	<p>English as a second language (ELL) learning support programmes</p> <p>Gifted and Talented programme</p> <p>Extensive Learning Support programmes</p> <p>Reading Recovery</p> <p>Specialist Physical Education (PE) teacher for all year groups</p> <p>Specialist Science and Technology teachers (Year 7 & 8)</p> <p>Swimming programme</p> <p>Life Education programme</p> <p>Perceptual Motor programme (PMP)</p> <p>Outdoor Education Week (Term 4)</p> <p>School camps</p>

SCHOOL CONTACT DETAILS

PHONE: +64 3 442 9120

FAX: +64 3 442 9543

PHYSICAL ADDRESS: 20 Robins Road, Queenstown 9300

EMAIL CONTACTS: office@queenstown.school.nz

ENROLMENTS: enrolments@queenstown.school.nz

WEBSITE: www.queenstown.school.nz

BANK ACCOUNT: 03 0675 0329146 00

OUR TEAM

Management Team

Fiona Cavanagh	Principal
Matt Leach	Deputy Principal
Darryn Rae	Deputy Principal

Team Leaders

Julie Walker	NE - Year 1
Toni McIntyre	Year 2
Alison Walker	Year 3-4
Fran Bailey	Year 5-6
Stuart Cooke	Year 7-8
Justine Lock	Special Education Needs Coordinator (SENCO) + GATE
June Sumner	PA to Principal / Office Manager

Classroom Teachers

New Entrant / Year 1

Julie Walker - **Team Leader**
Michelle Green
Lynda Baker
Belinda Fraser
Claudette Koen
Taylor Osbourne

Year 2

Toni McIntyre - **Team Leader**

Meadow Kolsen-Ridd
Molly Stevens

Years 3/4

Alison Walker – **Team Leader**
Susan McIntyre
Christina Wilson
Mark Douglas
Lavinia Llodra
Victoria Stevens

Years 5/6

Fran Bailey - **Team Leader**
Joe Wearne
Scott Barnsdale
Lucy Collins-McKenzie
Lynda Thomas

Years 7/8

Stuart Cooke - **Team Leader**
Amanda Starkey
Alison James
Liam Kortegast
Emily Markby

Specialists

Julie Little - Science
Dave Dubnick - Technology
Sarah Ferguson - ELL
Justine Lock - Gifted and Talented GATE
Paula Nicholls- Physical Education (PE)

Teacher Aides: Raewyn Rose, Laura Gonzalez

Librarian: Julia Moran

ICT Technical Support: Arnold Santos and Tino Nagal

Office Support: June Sumner, Nicky Tall, Karen Morris, Carly Blackbourn and Ang Gibson

Grounds and Buildings: Derek Brooks

HOME/SCHOOL PARTNERSHIP

Queenstown Primary School recognises the vital role that parents play in their child's education and recognise that educating children is a collective and collaborative effort between home and school. We encourage parents to be involved in all aspects of school life. This includes attending school assemblies, parent/teacher interviews and 3 way community conferences, information and reporting evenings and sports events. It also includes sharing knowledge and support with inquiry units, supporting our 'education outside the classroom' programme, being a member of the Parent Teacher Association (PTA) and being a parent representative on the Board of Trustees.

BOARD OF TRUSTEES

The Board is the governing body of the school and are also the employer of staff and the Trustees of all the school property.

The Board of Trustee members are elected by the community every three years. The Principal is always a member and the staff also have an elected representative.

The current Board of Trustees are:

Jayne MacDonald (Chairperson)
Meaz Nathan
Gaylene Hastie
Fiona McLister

Fiona Cavanagh (Principal)
Jeanette Edwards
Sarah Ferguson

PARENT TEACHER ASSOCIATION (PTA)

The PTA consists of a group of parents and QPS teacher representatives who volunteer their time to add value to your child's education and school experience. The aim of the PTA is to help build a strong school community, to bring home and school into closer partnership and to raise funds that are spent on essential resources that directly benefit the students and the school.

Joining our PTA is a great way for you to stay informed and connected with school as well as an opportunity to mix with other parents. If you are interested in finding out more about joining the PTA, please email the school at admin@queenstown.school.nz or contact the school office.

JUNIOR SCHOOL

NEW ENTRANT ENROLMENT

We look forward to welcoming you and your child to Queenstown Primary School. Please fill out the required forms (available for download on the school website) and bring them to the school office. We would appreciate the enrolment procedures being completed at least four weeks prior to your child turning five.

For enrolment to take place, the following completed documents are legally required:	
If born in New Zealand or Australia	If NOT born in New Zealand or Australia
School Enrolment Form	School Enrolment Form
Birth Certificate or Passport	Passports - <u>yours and your child's</u> with the following: <ul style="list-style-type: none">• Student Visa on your child's Passport• Work Permit on your passport or Residency Permit
Immunisation Certificate	Immunisation Certificate and Child's Birth Certificate
Well Child Consent Form	Well Child Consent Form
QPS Consent Form	QPS Consent Form
School will need to sight your child's birth certificate/passport (or student visa if applicable)	

Once enrolment has been confirmed, we will contact you up to two weeks before your child's start date.

To help your child with their transition to school, two classroom visits (on separate days) will be arranged.

- 8.55am - 1.30pm (this will include morning playtime and lunch break)
- 12.15pm - 3pm (this will include lunch break)

WHAT YOUR CHILD NEEDS TO START SCHOOL

- A BIG School Bag
 - A backpack (with zips rather than buckles) is the most practical.
- School Uniform
 - Refer to the Parent Information Booklet or school website for more details.
 - It is important that you name all clothing items, including socks and shoes.
- Black School Shoes
 - Velcro instead of laces are perfect for young children.
 - Shoes need to be practical for their daily exercise routines.
- Coat for cold days
- Spare Clothes
 - Accidents can happen from time to time so it is a good idea to pack some spare underwear and clothing for those 'just in case' moments. Let your child know that they are there. The office has very limited clothes for loan in these circumstances but if your child does come home in borrowed clothing, please launder and return them promptly.
- Stationery
 - A New Entrant Stationery Pack is available for purchase at the school office. This pack includes all of the stationary your child will need for school use.
 - We recommend that you cover the exercise books as this will help protect them as well as making them easier for your child to identify in the classroom.
 - A pencil case is not required.
- Book Bag
 - This is included in the cost of your stationery pack.
 - Your child is able to choose the colour of their book bag at the school office.
- Sunhat
 - Sunhats are compulsory in Term 1 and Term 4.
 - Regulation sunhats can be purchased from the school office or when you place your uniform order.
- High Visibility Vest
 - A complimentary vest is available from the school office when you enrol your child.
 - This vest needs to be kept in their school bag as it will be worn to walk to and from school and for all school outings.
- Morning Tea and Lunch
 - All students are supervised during lunch and we endeavour to ensure your child has eaten sufficient food. Please ensure that your child can open all of their containers independently.
 - Being an Enviro School, our aim is to reduce waste and rubbish. We discourage the use of glad wrap or pre packaged food items. We also encourage students to take home their leftovers and rubbish.
 - Please provide a water bottle daily. These can be refilled at school throughout the day if necessary.

Starting school can be a daunting task for children.

We recommend that you develop some morning routines both at home and at school.

- Arrive at school early to allow plenty of time for parking – children can get flustered when they are late. **All school parking information is in the Parent Information Booklet and on the school website. Please read through the parking guidelines carefully.**
- Give your child a sense of responsibility by allowing them to carry their own school bag.
- Your child has some responsibilities before the bell rings at 8.55am - they get to know these routines quickly and enjoy their independence. Their jobs are to hang up their school bag, place their lunch box on the shelf and unpack their own book bag.

NEW ENTRANT LEARNING PROGRAMMES

MORNING ROUTINES

- Roll call, notices, lunch orders
- Student News
- Newsboard

ORAL LANGUAGE

Oral language is the foundation of all literacy programmes. For children to be able to read and write, they need to be able to talk about their experiences and learn to ask questions to further their understanding of the world around them. Programmes are delivered to allow children to become fluent, confident speakers, excellent listeners and critical thinkers.

READING

Regular guided and shared reading is featured strongly in our programmes. Early reading focus is on meaning with use of picture cues. As children develop their knowledge of reading strategies, they will begin to read successfully. You are your child's best role model - read to them regularly and let them see you reading!

WRITING

The emphasis of writing at Junior School level is on students writing about personal experiences. Students are encouraged to begin their own stories - they know exactly what their squiggles say! Students are introduced to the Junior School writing criteria and quickly learn about the learning intentions they are working on. This method encourages independent writing, with students responding positively to feedback given by their teacher.

SPELLING

Essential spelling lists and phonological knowledge is a daily routine in the Junior School.

MATHEMATICS

The programme has a major focus on number knowledge, covering writing and recognition of numbers up to 10 and beyond, ordering numbers and knowing groups within 5 and 10. This is a language based, hands on programme with total involvement and interaction.

INQUIRY

Inquiry learning includes social sciences, science, technology, health and visual and performing arts.

PMP – PERCEPTUAL MOTOR PROGRAMME

This is a movement-based programme that concentrates on the development of perception and language through a series of planned activities. The objective of the PMP programme is to improve a number of skills such as language, concentration, concepts of print, social skills, behaviour and motor skills. PMP is incorporated into weekly learning for New Entrant and Year 1 classes. Parent help is required for some lessons.

OTHER ASPECTS OF THE JUNIOR SCHOOL PROGRAMME

Music

Physical Education (this includes a 3 week swimming programme and a 6 lesson ice skating programme)

Daily Fitness

Outdoor Education

AT THE END OF THE SCHOOL DAY

Important messages and notices are discussed in the classroom at the end of the school day therefore teachers need the students attention at this time. It would be appreciated if parents remain outside the classroom until class is dismissed.

BOOK BAGS

Your child's book bag is used to simplify the communication between school and home. It needs to be checked each night for items such as:

- School notices
- Daily homework 'Reader' – ask your child to share this book with you. It will need to be returned to school the following day.
- Spelling Notebook and Homework Book - these come home on Monday and need to be returned, completed on Thursday.
- Exercise books – these will come home regularly. Please take the time to talk through your child's work with them. They will need to be returned for the next school day.
- Library Books - please take the time to share the library books with your child and ensure that they are returned to school on 'library day' ready for exchanging.
- On Friday's you may see a number of reading books in the book bag for you to read over the weekend. They will need to be returned on Monday morning.

LASTLY...

Your help can be invaluable. We recommend that you give your child at least a month to settle into the school environment before you become involved in 'parent help', as some children find it difficult to share their parents/caregivers with other children in the classroom. Please talk to your classroom teacher to organise a suitable time.

Transition to school can be a big step for some children. It can be hard for them to concentrate, sit still, follow instructions, make new friends and then do it all again the next day...and the next! To set your mind at ease, children are usually 'perfect' at school, but can turn 'perfectly horrible' when they get home! This is normal and it doesn't last forever. It is a good idea to have food ready for after school, then give them time to 'chill out' before you expect homework tasks to be completed.

It is only human nature to compare your child to siblings, children in the class or children you may know, but please keep this quote in mind,
"All children learn but not in the same way and on the same day".

All Queenstown Primary School staff have a passion for learning and their aim is to nurture your child's potential and to ensure school is a happy and positive experience for them.

If you have any concerns please come and have a chat with your child's teacher or Julie Walker, Junior School Team Leader.

OUR LEARNING

ESSENTIAL LEARNING AREAS

The New Zealand Curriculum specifies 8 learning areas: English, The Arts, Health and Physical Education, Learning Languages, Mathematics and Statistics, Science, Social Sciences and Technology. All learning makes use of the natural connections that exist between learning areas and the link of learning areas to the values and competencies.

Inquiry learning is a vital aspect of our curriculum. We allow students to create new knowledge as they make sense of the world around them. We also encourage students to take positive action as a result of their learning and reflect upon their own strengths and weaknesses as they progress. Using the Multiple Intelligence approach to learning ensures that the diverse learning needs of our students are catered for, allowing them to learn in a variety of ways.

All students are encouraged to develop self-regulated learning skills such as goal setting, self-assessment and reflecting purposely on their learning. We encourage students to take increasing control of their own learning environment as they learn how to learn in order to better understand themselves as learners and to achieve. Student voice is a key ingredient at QPS. Apart from the opportunity to be a Councillor, House Captain, a PAL, an International Ambassador or a part of the Kids Curriculum Group, the students have a voice and choice in learning programmes.

The key Competencies are:

Managing Self
Relating to Others
Participating and Contributing
Using Language, Symbols and Texts
Thinking

SCIENCE AND TECHNOLOGY

Specialist Science and Technology lessons are provided to Year 7 and 8 students.

PHYSICAL EDUCATION

Your child will have some form of P.E. activity daily. Additionally each classroom has a 45 minute skill based lesson that is delivered by our specialist P.E. teacher.

OUTDOOR EDUCATION/SCHOOL CAMPS

This is part of the school programme and takes place at various times throughout the school year.

- ◆ All students receive a block of swimming lessons annually. This takes place either in Term 1 or Term 4.
- ◆ During winter, students in Year 3-6 participate in a ski programme and Year 0-2 students participate in a 6 lesson ice-skating programme.
- ◆ Throughout the year, Year 7 and 8 students participate in an 'electives' programme. During Term 3, this incorporates skiing and snowboarding.
- ◆ The Outdoor Education Programme has all students involved with various outdoor activities. This includes activities such as biking, hiking and camping with the aim of encouraging children to safely try new experiences in the outdoors.
- ◆ Additionally, our Year 6 students spend a week at Stewart Island and our Year 8 students experience a cultural week in a city environment.

SCHOOL LIBRARY

We have a well resourced library and the school encourages students to make full use of this. You are welcome to visit with your child before school or at lunchtime to select books for reading at home.

Students will visit the school library regularly during class time to enjoy books and stories, to establish library routines and to select books for classroom use.

They may borrow two books at a time for sharing and enjoying at home. We ask for your cooperation in seeing that the books are read and returned to school on class library day every week. There will be a charge for any lost books.

LEARNING SUPPORT

Various programmes are available to support learning. These include Dyslexia, Reading Recovery, ELL (English Language Learners) and a Gifted and Talented Programme (Discovery). Help for children with special needs is provided by Teacher Aides where funding is available.

REPORTING

This happens in a variety of ways - parent/teacher interviews, student-led 3 way conferences (parent/caregiver, student, teacher) and written reports. These will take place at varying times, depending on the year level of your child. The written reports are specific to how well your child is progressing and achieving in relation to the National Standards set by Ministry of Education.

HOMEWORK

All students will have a regular homework programme. Tasks will vary depending on the year level of your child.

SCHOOL HOURS

School is open Monday to Friday, 8.55am – 3pm. Students are able to enter the school grounds from 8.30am and are expected to be ready to start their school day by 8.50am. All students must be collected by 3.30pm.

School Starts	8.55am
Teaching and Learning	8.55am – 10.40am
Morning Break	10.40am – 11.00am
Teaching and Learning	11.00am – 12.30pm
Lunch	12.30pm - 1.25pm
Teaching and Learning	1.25pm - 3.00pm

New entrant students spend the full day at school from the time they start.

TERM DATES – 2018

Term 1	Wednesday 7 February – Friday 13 April
Term 2	Monday 30 April - Friday 6 July
Term 3	Monday 23 July - Friday 28 September
Term 4	Monday 15 October – TBC (half day)

GETTING TO AND FROM SCHOOL

CAR PARKING

Parking areas at school are limited therefore it can become very congested at drop off and pick up times. It is important to allow plenty of time when dropping off or collecting children. Please use the median strip and pedestrian crossing at all times.

In the mornings and afternoons when the volume of traffic is high, we have a kerbside **'PICK UP DROP OFF (PUDO)' area** at the front of the school (left hand side of the pull in area). This is a 'no parking' area, allowing vehicles to move through the PUDO area to drop off and pick up children at the kerbside. **Please do not leave your vehicle unattended in the PUDO area.**

- ◆ The school car parks (next to the playing courts and also the top car park) are **not available for parking at drop off or pick up times**. Please use the car parks across from the PUDO area or the surrounding streets.
- ◆ Do not double park or park on yellow lines or bus stops outside the school as this can cause a major safety problem.
- ◆ The no exit road between the fire station and the school is a no parking area.
- ◆ Do not park in the designated Fire Station car parks as these are for emergencies.
- ◆ If you are at school for a period of time (such as parent help), a parking pass is available from the school office for display in your vehicle.
- ◆ To help ease the parking pressure for some large school events, (e.g. Outdoor Education Week) the lower field may be open for parking.

SCHOOL BUSES

If your child is going to be travelling to and from school on a school bus, the school office will need to be advised. Your child/children will be placed on the appropriate roll and this is checked each day by the bus monitor before students leave school. Your child will need to be capable of getting on the right bus and off at the right stop. As new entrant children often do not travel on the bus straight away, the office and classroom teacher need to be told when you wish your child to be a bus passenger. It is expected that you will meet your child off the bus at the end of the day.

If your child is registered to use the school bus, it is important to phone the school office if your child is not catching the bus home on any one given day. It is not possible to change bus routes temporarily, e.g. for sports events or birthday parties. Please see the parent information section of the school website for more details.

CYCLE HELMETS

It is compulsory by law for all children to wear an approved cycle helmet when cycling to and from school. Law states that children must be 10 years and older to be able to ride their bike on the road without being accompanied by an adult.

SNOW DAYS

One of the realities of living in an alpine environment is the possibility of school being closed because of bad weather. It is more likely that the bad weather will occur overnight and a decision regarding school being open for instruction will be made in the morning. If you think there is a possibility that school may be disrupted, please listen to our local radio stations for advice. If there is any change to the school day, you will receive a text through our 'school links' text system (please ensure the office has your updated cell phone details on file). When possible, we will also place a notice on our school website.

Should snow occur during the school day, school will remain open. Please do not attempt to phone school as our lines will be overloaded, but do listen to the local radio stations or view our website for instructions. Buses will not run early. Contingency plans are in place to accommodate children at school, if this is deemed necessary. It is better for you to stay at home and to only travel on the roads if you have chains fitted and are

experienced in driving in these conditions.

GENERAL INFORMATION

SCHOOL UNIFORM

The **compulsory** school uniform is 'mix and match', allowing you to choose items that best suit your child's needs. There is a uniform 'try on' shop in the Multi Purpose Room in the School Hall, 8.30-9am every Tuesday. Second hand uniforms are also available for purchase at that time. All orders for new uniforms can be placed at the 'try on' shop or can be completed anytime online. Please allow 10 days for delivery. <https://qpsuniform.bigimpact.co.nz/> (An accurate measuring guide is available online)

LUNCHES

School lunch options are available for purchase on Wednesdays and Fridays. More information is available through the school office. Students should bring water for drinking throughout the school day.

ASSEMBLIES

A whole school assembly is held in our school hall every 2 weeks at 2.20pm. These alternate weekly with team assemblies (see your classroom teacher for day/time of all assemblies). We encourage you to come to assemblies to celebrate your child's learning.

CYBERSAFETY

Queenstown Primary School recognises that it is essential to ensure the safe use of ICT within the school community. We have rigorous cyber safety practices in place, which include cyber safety use agreements for all school staff and expectations for students to follow.

MOBILE PHONES

Students are able to bring cellphones to school however these must be turned off from 8.55am – 3pm. They are **not to be used** during morning break and lunch time. Should your child need to contact you urgently, there is a phone available for use in the school office.

B.Y.O.D. (Bring Your Own Device)

Students in Years 5-8 are allowed to bring a device to school to support their learning. There are strict guidelines to follow and a B.Y.O.D. agreement for parents/caregivers and students to sign. See your child's classroom teacher for details.

EMERGENCY PROCEDURES

To ensure the safety of all staff, students and visitors, should an emergency occur, efficient drills are practised for the whole school at least once per term.

COMMUNITY ORAL HEALTH SERVICE (phone 03 4509370)

Children and preschoolers who are enrolled with the Community Oral Health Service (if you are not already enrolled, a form is in the QPS Enrolment Pack) are eligible for free dental checks. Previously a clinic was located at Queenstown Primary School, however the clinic is now located at 19A Douglas Street, Frankton.

WELL CHILD SERVICE WAKATIPU

Karina Anderson, our Public Health Nurse, visit Queenstown Primary School every Monday and is available for free child health service advice. To contact her see the information below;

Karina Anderson, Public Health Nurse

Well Child Service Wakatipu (P O Box 2180 Queenstown 9349)

Office: 4509162 Cell: 0274471462 karina.anderson@southerndhb.govt.nz

SCHOOL ADMINISTRATION

ENROLMENT

This must be done **before** the first day of school. Please refer to our enrolment form for information that we need to obtain for legal requirements. Enrolment packs are available from the school office or you can download an enrolment form from our website. As part of this process, we encourage families to make an appointment to find out more about our school.

ABSENCES

It is important to inform the school office should your child be absent from school. If this is a planned absence, a form will need to be completed. This is available at the school office or can be downloaded from the school website. For unplanned absences due to illness, family bereavement etc, please advise the school prior to 9am via the following options:

- ❖ phone 03 442 9120 - press 1 and leave a voice message;
- ❖ Via the QPS app (go to the App Store on your Apple or Android device and search Queenstown Primary School to download free now); or
- ❖ email - absences@queenstown.school.nz

MESSAGES

If you wish to leave a message for your child, please phone the school office **before 2.30pm Monday-Thursday and before 2pm on Fridays**. Please only do this in emergencies.

CHANGE OF DETAILS

For your child's safety, it is important that the school office has your current personal information. Please inform us of any change of details since enrolment – address, bus, medical, work & home phone numbers etc.

MEDICATION AT SCHOOL

There are times when you may need to request staff to administer medication to your child while they are at school. If this is necessary, you will be asked to complete an authorisation form. All medications given to any student is recorded in the school's medication register.

STUDENT ACCIDENTS & SICKNESS

If your child has an accident or becomes unwell at school, we will contact you. If staff are unable to locate you, it may be necessary to inform the emergency person nominated by you on the enrolment form and ask for their assistance.

LEAVING SCHOOL GROUNDS THROUGHOUT THE SCHOOL DAY

Children who need to leave the grounds during the school day must be collected by a parent or caregiver and signed both out and in at the school office.

LOST PROPERTY

We have a lost property box outside the caretakers area. Unclaimed items are transferred weekly to the basement storage - if you wish to check the basement store for your child's items, please talk to the office staff. On the last day of each term, lost property is displayed for collection. Following that, any unclaimed items are given to the Salvation Army.

COMMUNICATION

All parents are welcome to talk to their child's teacher at any time throughout the year, however we do ask that you phone the school office to make an appointment. You are also welcome to email the teacher through admin@queenstown.school.nz. Please do not hesitate to contact them if you have any concerns or feedback.

School provides the following methods of communication:

School Website - The [NewsCentre](#) and noticeboard is updated regularly with valuable day to day information. Notices and newsletters are also accessible.

School Links Text Messaging System – We operate a text messaging system to enable us to communicate directly with caregivers and parents for any urgent communication.

Weekly Newsletter - A newsletter is produced every Friday and is emailed to all families. It is also accessible through the school website. This newsletter informs parents of school activities, meetings and other functions.

Term Newsletter - At the beginning of each term, a class/team newsletter is sent home outlining activities, topics and general information.

Facebook – The Facebook page keeps families and the wider community up to date with happenings at QPS.

Noticeboard – Lost, found, community and buy/sell second hand uniform advertisements can be left at the office for display on the school noticeboard (which is located outside the entrance to the school hall).

School App - We have been working hard on improving our school/home communication. We are proud to launch our school app which will give you relevant information through the app via a notification. It also gives you the ability to report your child as absent. Notifying the office via the app, by email or leaving a message is vitally important as we must ensure that all children are safely accounted to each day. Download the free App today via the App Store on your Apple or Android Device and search for Queenstown Primary School.