



**OUTRAM SCHOOL  
INFORMATION BOOK  
2022**



## **Our School Vision**

From strong roots we grow children  
who love learning, develop their  
passions and reach their potential.

## School Contacts

Phone Number	486 1733
Email	<a href="mailto:admin@outram.school.nz">admin@outram.school.nz</a>
Website	<a href="http://www.outram.school.nz">www.outram.school.nz</a>

Should you have any other questions about our school, please do not hesitate to contact us, either by email or phone.

Kim Allan – Principal [principal@outram.school.nz](mailto:principal@outram.school.nz)

Carolyn Timoko – Office Administrator [admin@outram.school.nz](mailto:admin@outram.school.nz)

## School Stream App



This app sends alerts, notices and newsletters to an app on your phone, tablet or other mobile device.

The app is free and can be loaded via the 'Apple App Store' or 'Google Play', on any Apple or android device.

Full instructions to download the app and get started can be found on our school website.



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# Outram School

Outram School is a full Year 1 to Year 8, Primary School. We have a roll of approximately 175 children.

The school has a wide catchment across the Taieri Plains. Students come from the Outram Village and beyond. Two bus routes bring students from the Maungatua Rd and Berwick areas and the Momona area. Henley is within the school zone but is not served by a bus.

This year, we have seven classes organised into two learning teams, Junior and Senior.

The school is set in pleasant surroundings with well-established trees, gardens and playing areas. The school is well resourced. Facilities include a school pool, the Allen Centre Library and Vision space, school hall and workshop, after school care facilities and a mechanics shed.

## We Provide:

- A school with vision and direction
- Multi-level class groupings which challenge and extend children's abilities, foster responsibility and develop social skills
- A family atmosphere of caring and sharing
- Opportunities for gifted and talented children through programmes offered
- Support programmes for children having learning difficulties e.g. literacy and communication programmes, phonological awareness
- Up-to-date technology - a computer network linking all classrooms in addition to ultra-fast fibre internet access
- Comprehensive sports and music programmes throughout the school
- Classroom programmes tailored to meet individual student learning styles
- A well-resourced and attractive information centre (Allen Centre)
- Fully resourced science, art and technology centre (The Workshop)
- A covered, heated swimming pool which is available to the community outside of school hours
- A bus service to outlying areas
- High standards and expectations for student learning
- An experienced and stable staff
- A proven record of our children being placed in accelerant classes on entering secondary school
- An OSCAR funded/subsidised after school care programme for working parents



## **Outram School Board**

### **Governance**

The Board is the governing body of the school. It is their responsibility to ensure that the school complies with the Education and Training Act 2020 and the School's Strategic Plan.

Please do not hesitate to contact them if you have any queries.

Board meeting dates and times are advertised in the school newsletter and calendar.

Parents are welcome to attend these meetings.

A list of Trustees may be found under the 'Who's Who' section at the back of this booklet.

### **Policies**

The Board has in place policies for the effective management of all areas of the school.

Copies of these policies may be requested from the school office.

The Complaints and Food & Nutrition policies are printed on the next page.

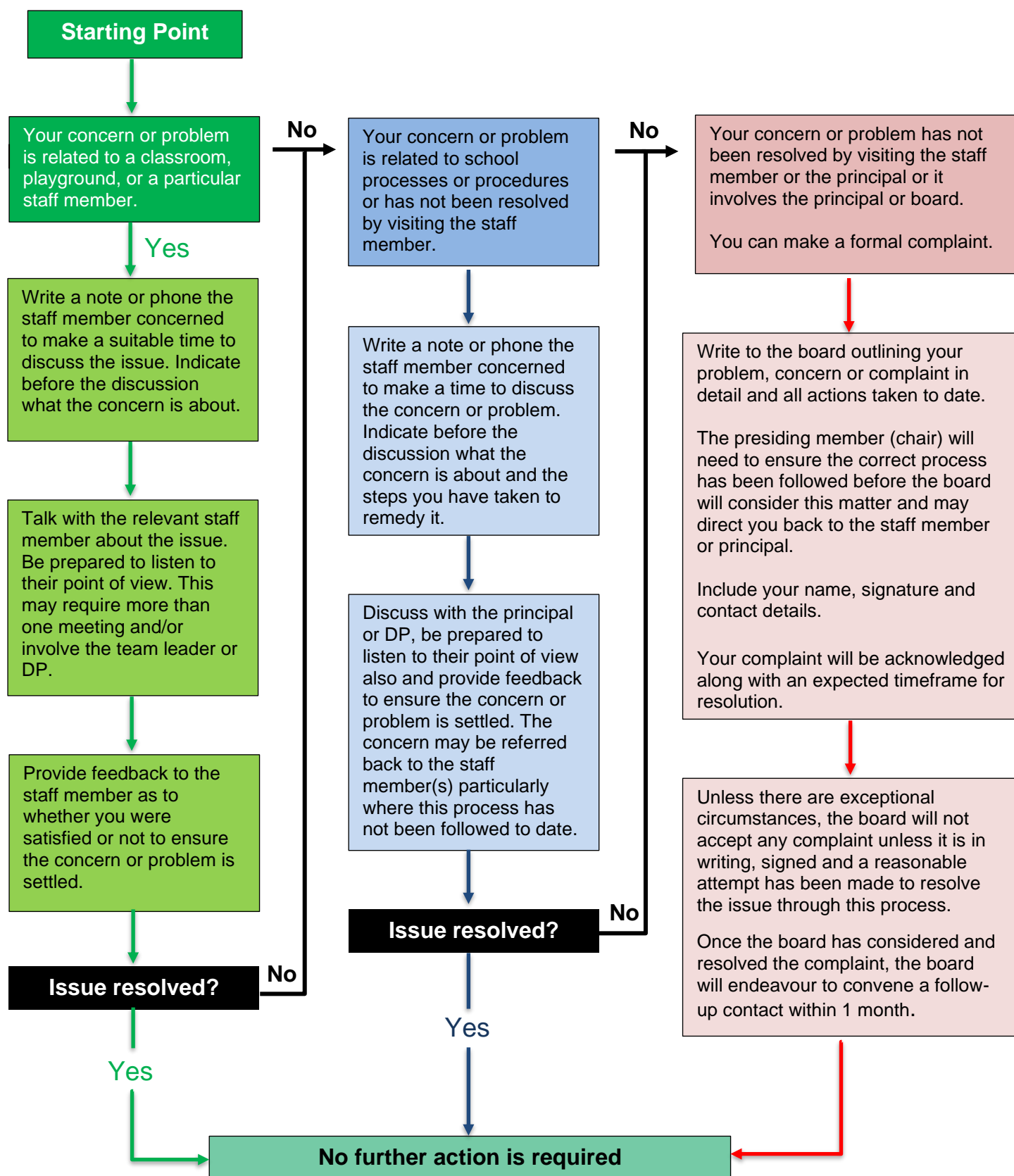
Outram School's Policies and Procedures are documented under six broad headings:

1. Curriculum
2. Strategic Planning and Self-Review (includes Outram School Strategic Plan and Annual Plan)
3. Personnel
4. Finance and Property
5. Health and Safety
6. Legislative Requirements



# Concerns and Complaints Process

Advice for students, staff, parents, whānau and community





# Guidelines for Raising Concerns

(School community process)

Our primary goal is to create the best learning environment for the students of our school. We encourage open communication and prefer that you come to us to talk through any concerns rather than discussing them in the community.

## 1. Discuss the issue with the right person.

- If you have a concern or problem related to a classroom, playground or a particular staff member, contact the person involved to discuss the matter privately. We ask that you make this direct approach as soon as possible. Be prepared to make a time to discuss your concern if the person involved is unable to talk with you straight away. Be open to listening to the other side of the story to avoid communication breakdowns.
- If your concern or problem is related to school process or procedures, discuss it with the person involved or with a team leader, deputy principal (management team) or principal.
- If you do not wish to approach the person involved, contact a member of the management team or the principal to discuss your concern. The principal or management team member may communicate with the person involved.
- If you have a concern about one of our other students, contact the student's class teacher or the principal to discuss the matter, **you must not approach that student directly**. Teachers cannot share information on other children but we know your child well and can watch for anything you're concerned about.
- If you have a concern about another parent, caregiver, or member of the school community on a school related matter, raise this with the principal.
- If the matter concerns the principal and you have not first resolved it by discussion, or you feel uncomfortable directly approaching the principal, contact the presiding board member (chair)
- If the matter concerns a board member, contact the presiding board member, or another board member if it concerns the presiding board member.

If you approach a board member with your concerns you will be asked to follow the guidelines above, and the board member will inform the principal and presiding board member.

## 2. Work towards a resolution.

- In most cases constructive discussion will resolve your concerns.
- Staff will treat parents' concerns in a professional manner.

If you are unhappy with the outcome of your initial meeting, contact the principal, a member of the management team, or the presiding board member to discuss further resolution.

If this process does not resolve your concern, you can make a formal complaint



# Healthy Food Policy

## Purpose or Goals:

- (1) To increase the knowledge of the children, staff and parents about food and nutrition.
- (2) To develop lifelong healthy food habits
- (3) To provide consistency between nutrition education and the school environment
- (4) To provide a school environment that supports the following Ministry of Health food and nutrition guidelines

## Guidelines:

- 1) Children will remain in the lunch 'eating area' (or in class for Term 2 and 3) until 12.55 pm each day before being released by the duty / class teacher.
- 2) The school lunch menu from Mitchell's Family Food Centre will be made available for parents.
- 3) The Principal, in consultation with staff and the Board, may elect to offer other lunch order options to children and families e.g. weekly sausage sizzle.
- 4) These food items will not be permitted at school during normal school operating hours:
  - All energy and fizzy drinks
  - Sweets,
  - Chocolate bars
  - Foods with high sugar content
  - Ice creams/iceblocks for school lunches either purchased or from home
- 5) We encourage parents to limit the frequency of foods high in fat, sugar and/or salt; everyday, sometimes, occasional food protocols.
- 6) The Board has a commitment to making available and maintaining drinking fountains throughout the school. Teachers will support children in recognising they need to drink water when thirsty, hot or feeling unwell.
- 7) Teachers will role model healthy food behaviour.
- 8) Classroom food rewards may be given out for extra special awards or birthdays. Teachers and staff will show an awareness of the everyday / sometimes / occasional food protocols and apply these with consideration to class rewards.
- 9) Healthy food options will be made available at school events.
- 10) Food allergies – parents will be asked about food allergies and intolerances at the time of enrolment and have a responsibility to keep the school informed of changes in the medical condition of their children. Class teachers and other adults working with the child will be informed of food allergies / intolerances. Teachers will consider and plan for a child's food allergies or food intolerances when organising events that involve food; rewards, class parties, camps etc.
- 11) The Board is committed to the continued promotion of the school's garden and orchard and will ensure resources are annually provided to support the operation of the Garden Club.
- 12) Outram School will aim for health promoting fundraising.

## The Curriculum

The New Zealand Curriculum ensures a broad and balanced education that prepares students for effective participation in New Zealand society.

The curriculum specifies **eight essential learning areas**:

English	Mathematics
Science	Social Sciences
Health and Physical Well-being	Technology
The Arts	Learning Languages

Within these areas, the knowledge, understanding and **Key Competencies** students need to acquire are detailed. The Key Competencies detailed in the New Zealand Curriculum are:

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

**Attitudes and values**, along with knowledge and skills, are an integral part of the curriculum. The curriculum, through its practices and procedures, reinforces the commonly held values of collective New Zealand.





# Outram School Curriculum

From strong roots we grow children who love learning, develop their passions and reach their potential.

## Areas of Core Learning:

Enablers

- Reading
- Writing
- Mathematics & Statistics

And programmes for spelling, handwriting, oral language and Te Reo Māori

## Integrated Inquiry Learning

Learn, Create, Share

Interdependence	Cause & Effect	Sustainability	Enterprise, Innovation & Creativity	Cultural Practices	Tūrangawaewae – A Place to Stand	Change
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Exploring and discovering our world through Inquiry in...

Building our capacity to learn by developing our...

Accessing, sorting, expressing and communicating our learning through...

- Science
- Social Sciences
- Technology



Scientific Investigation, Social Inquiry and Technological Process through the OUTRAM Model, exploring relevant and real contexts within seven broad concepts.

- Key Competencies
- Managing Self
- Relating to Others
- Participating and Contributing
- Thinking
- Using Language, Symbols and Text

Capacity to meet the Outram School Challenges

Competency with Digital Technology

Most Inquiry will incorporate most, if not all, of these areas of learning. Teaching and learning programmes may select areas of focus.

- English
  - Reading and Writing
  - Speaking and Listening
  - Viewing and Presenting
- Mathematics and Statistics
- The Arts
  - Visual
  - Dance
  - Drama
  - Music
- Languages
- Digital Technology

Several, but not all of these, will be represented within each Inquiry. English will be represented in all.

Non-Integrated Learning: Physical Education Health Learning Languages  
(This may also be connected to, or be provided a context within, the Integrated Learning Programme)

And opportunities for non-integrated teaching and learning to deepen understanding in...

## The Allen Centre - Learning, Innovation, creativity and challenge.

A programme of extension, challenge and engagement, providing opportunities for children to experience things outside their personal square. We acknowledge and celebrate those who experience, dream and think about the world in different ways.

Our aim is to light the spark of imagination and possibility in children, as well as to feed their passion.

Learning Team plans, classroom programmes, and guidance from the Outram School Curriculum Statements, will ensure balanced coverage of Learning Areas, Strands and Achievement Objectives of the New Zealand Curriculum, at the appropriate curriculum level (Level 1-4), over a two year learning cycle.

## Guidance and Support

### Pastoral Care

Teachers develop a 'pastoral care' relationship with students to assist with problems that may arise. The school has a strong working relationship with a number of helping agencies:

Learning Support Co-ordinator  
Special Education services  
Speech Language Therapist  
Public Health Nurse  
Vision and Hearing testers  
Children and Young Persons Service  
Police Youth Aid and Education Officer

### Play is the Way (PITW)

Play is the Way is a programme aimed at teaching social and emotional learning. The objectives of Play is the Way is for us to create a safe learning environment in which students learn to be independent, self-regulating, self-motivated learners *love learning, reach their potential* and get along with each other. We do this through playing interactive games which are then used as teaching moments to discuss using appropriate language and link to one of the 5 concepts.

These concepts are taught within the classroom and have age-appropriate activities that encourage reflection, critical thinking and discussion.

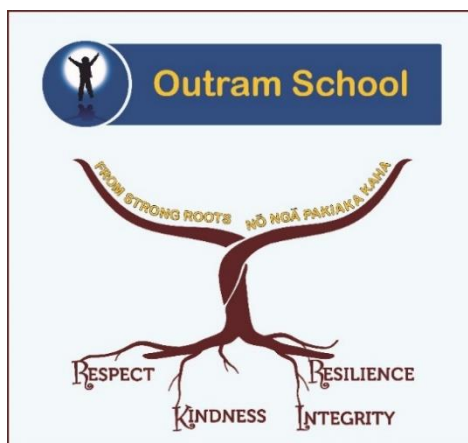
These 5 concepts, or life rafts as they are known to the children, are:

- Treat Others As You Would Like Them To Treat You (*Respect, Kindness, Integrity*)
- Be Brave - Participate To Progress (*Resilience, Respect for self*)
- Pursue Your Personal Best No Matter Who You Work With (*Kindness, Respect, Integrity*)
- Have Reasons For The Things You Say and Do (*Integrity, Resilience*)
- It Takes Great Strength To Be Sensible (*Integrity, Resilience, Respect, Kindness*)

So at least twice a week every class stops to learn and play a game.

### Student Discipline

Our students are guided by our school values: **Respect (whakaute)**, **Kindness (atawhai)**, **Integrity (pono)** and **Resilience (manawaroa)**. We recognise positive behaviour through our KC Kids awards. A child receives a token for displaying key competencies or values in a positive way in or out of the classroom. There is a weekly draw at Monday morning assembly for two students who receive a milkshake made by the Principal.



We depend on and welcome parent support in maintaining a safe and caring environment for all students.

## **Health and Welfare**

### **Dental Therapist**

Dental therapy services for our school are provided by Community Oral Health Service based at 19 Green Street in Mosgiel. If you require dental services for your child at any time, please phone (489 4225) or 0800 672 543 and the nurses there will assist.

### **Emergency Phone Numbers**

Please make sure that you supply at least one emergency phone number for your child - i.e. someone who would be able to come to school and collect your child if they are ill and you are unable to be contacted. If circumstances alter, please inform Carolyn in the Office straight away of any changes to this number.

We conduct emergency drills each term. In the unlikely event of having to evacuate the school grounds, children will be taken to the West Taieri Rugby Grounds. Parents will be contacted by School Stream and by phone in such a case.

### **Health Curriculum**

A health programme for the school is compiled every two years to best meet the needs of pupils. Parents are consulted before the programme is implemented. A number of resources are available from a variety of sources, and professionals from outside agencies have a hands-on role within programmes. Some aspects of the programme involve further consultation with and the involvement of parents. Parents are kept informed through notices and newsletters.

### **Public Health Nurse**

Our school has regular visits from the Public Health Nurse assigned to our area. She can advise and assist with health concerns. The nurse can arrange for hearing and vision testing and will liaise with the family doctor if necessary. If you have any concerns that you would like the nurse to look into, please contact the school or phone (03) 476 9800.

### **Sun Smart**

We are a sun smart school. During Terms 1 and 4 children are always required to wear appropriate wide brim hats when outdoors. If they are not wearing a hat they must play in the shade. Hats are available for purchase at the school office. Sunscreen is available for children to apply from the office foyer and in classrooms.

## Learning Experiences Outside the Classroom

We provide a variety of activities for students outside the classroom, where students can foster their interests and talents.

### Class Trips

School based programmes are enhanced by class trips within the local community and further afield. Such trips take advantage of the human and physical resources available.

### Outdoor Education

Activities are designed to develop knowledge, safe practices and skills to enable pupils to fully utilise opportunities for recreational activity. Programmes assist students to develop self-esteem, tolerance, independence and leadership skills.

School camps are held annually for Year 4 – *Local Otago Venue (Waiora)* and bi-annually for students in Years 5 to 8:

*Years 5 & 6 - South Otago (Pounaweia)*

*Years 7 & 8 – Stewart Island*

### Sports

School based, inter-school, Taieri, and Otago primary school events are held — fostering participation, teamwork and competition. South Taieri Schools cross-country and athletics are held with six other local schools. Outram School hosts the cross country at the West Taieri Rugby Grounds, and athletics sports are held at Memorial Park, Mosgiel.

### Swimming

Junior classes utilise the school pool daily during the swimming season. This is dependent upon weather conditions. Year 5 - 8 classes visit the Mosgiel Pool to complete some parts of the programme. Developing recreational and survival skills are very important to us. A cost will be incurred by parents at these times.

### Music

We are fortunate to have the services of professional music teachers providing after school, parent paid, music tuition in piano, drums and guitar.





## **Stage Productions**

Our school participates in the biannual Stars on Stage event in Dunedin's Regent Theatre, the bi-annual Taieri Schools Music Festival, Ukulele Jam and Hui Ako.

## **Pet Day**

The school pet day is held every second year on the School Grounds. (Due to COVID-19 disruptions in 2021, Pet Day has been rescheduled for 2022)

## **Disco**

The student council organise a disco for students, usually held in the second term of each year in the school hall.

## **Outram Flower Shows**

All children at the school participate in one of these shows conducted in spring by the Outram Presbyterian Church and in autumn by the Outram Garden Club.

## **CAPES Awards Scheme**

This is a Year 5 & 6 and a Year 7 & 8 awards scheme. The awards are divided into four areas: Cultural, Academic, Physical, and Enterprise/Service. Students may choose one of two pathways to earn a Bronze, Silver or Gold CAPES award.

Task booklets are available from the classroom teacher, Mrs Hunter or Miss Allan.

These must be completed within Year 5 & 6 and/or Year 7 & 8. Year 5 & 6 credits do not carry on to the Year 7 and 8 CAPES award scheme. If students achieve Gold in the All-Round Pathway, they will earn a place on the school honours board displayed in the hall.

Adventure Pathway is available for students in Year 7 & 8. Points are awarded for participation in Outdoor Education Challenges each term.





## Parent Information

### Absences

Regular attendance is vital to a pupil's progress. Records are kept of student attendance and parents/guardians will be contacted if attendance rates become a concern.

If your child is sick or unable to attend for any reason, **please** notify us by:

- ringing the school 486 1733 – push 2 for absence line and leave a message
- complete the absence form on School Stream

Please give the child's name, room no. and the reason for the absence i.e., sick, dentist, appointment etc by 9 a.m. (the office is open from 8.30 a.m. each day) so that teachers can be informed. If no explanation of a child's absence is received by this time, the school will contact you to ascertain their whereabouts.

If children wish to leave the school grounds for any reason, permission must be obtained from the teacher on duty.

### Enrolments

Parents should complete a pre-enrolment form as soon as possible so that the school is aware of your intentions to send your child to Outram School.

An appointment will be made with the Principal closer to the time of your child starting school to complete a full enrolment form. At this stage you will be required to present your child's birth certificate, immunisation record and confirmation of your residential address.

Usual practice has new enrolments attending school for four half days in preparation for beginning school. Upon starting school parents should ensure that pupils have the necessary stationery (a list will be provided upon enrolment), lunch box and school bag.

Younger children need to know their route when walking to school or the bus routine if travelling on the bus. Children become easily agitated if parents are late picking them up from school. Contact the school office if arrangements for travelling home change from the norm.

Parents are encouraged to be active in their children's schooling. Feel free to visit the classroom. Share their nightly homework and discuss their day at school. It is important to form good habits for the future.

### Assemblies

These are held in the Hall regularly on a Friday at 2:20 p.m. This allows us to acknowledge effort and achievement and convey general information to students.

Assemblies are run by senior students, providing an additional opportunity to develop communication skills. Assembly dates and presenting class schedule are advertised in the newsletter. Parents are invited to attend assemblies.

## **Voluntary Donations**

The voluntary donation is set by the Board of Trustees annually. This year the donation has been set at \$100 per child per year or \$150 for two or \$200 for three or more children per year. Payment of this is classed as voluntary and parents should note that they are able to adjust the size of any donation in any way they wish. Payment of any donation is completely confidential.

School camps are exempt from these rules so we will still ask for donations so that camps can still be offered. At Outram School education outside the classroom is an important part of our learning programmes and enhances the learning that happens in the classroom. Therefore, we will continue to ask for donations towards the running costs of these events. We appreciate payment as we cannot offer these kinds of activities without this financial support.

An income tax credit can be claimed from Inland Revenue in relation to donations made to the school. Please contact the office for a receipt.

Activity fees are also charged for various expenses incurred by pupils and accounts are sent out each month. Please pay promptly. Such expenses are Technology fees (for materials used during these classes at Taieri College) or sports teams.

Options for payment are by Eftpos, internet banking or cash. Payments for several family members and different activities may be put together.

Many parents set up a regular automatic payment with the school and find it an easy way to spread payment of school accounts over the year. Ask at the office for our account details.

## **Homework**

Homework is an important part of school life. It encourages children to take responsibility for their own learning and involves parents in their children's education.

The following times are a guide for homework at each year level

NE – Year 2:	10 - 15 minutes per night
Year 3 / 4:	15 - 20 minutes per night
Year 5 / 6:	20 - 25 minutes per night
Year 7 / 8:	25 - 30 minutes per night

These are guidelines only. Students who regularly complete homework in less time than indicated may want to consider the extension and enrichment options available from Year 4 upwards. Parents who are finding their child requires times far in excess of the given guidelines should discuss this with their child's teacher.

A fuller statement on homework will be issued at the start of the school year and is available from the office on enrolment.

## **Year 7-8 Technology**

Technology is available for children in Years 7 and 8 through the Taieri College. Co-ed groups of Y7 and Y8 work on the following subjects: textiles, hard material (wood, metal) and food technology. Parents are welcome to visit the children while at technology. At present, these children attend technology every Friday, at Taieri College, for the morning. There is a materials fee associated with Technology to cover the consumable items.

## School Hours

9:00 am to 10:40 am  
11:00 am to 12:45 pm  
1:40 pm to 3:00 pm

Children should not arrive at school before 8.30 a.m. Teachers and staff are preparing for the school day prior to 8.30 am and are not available to greet or supervise children.

The school **grounds are closed** after pick up until 4.30pm each school day because after school care uses the grounds at this time.

## School Photocopier

The school photocopier is available for private use during school office hours - 8.30 a.m. to 3.30 p.m. The charge is 10 cents per copy for black and white or 50 cents for colour. If you have a large amount to be done, please phone Carolyn first to arrange a suitable time.

## School Property

The school expects pupils to use school facilities and resources safely and with care. Pupils will be financially responsible for damage caused wilfully or through reckless behaviour. Parents are asked to ensure that school property is cared for at home and returned promptly.

## Swimming Pool

The school swimming pool is open from Labour Weekend until the end of March each year and is available for use outside school hours by members of the community who have purchased keys.

Primary school children are not allowed to swim in the pool unless supervised by an adult key-holder. Keys are available for purchase from the school each year at a set charge.

## Cancellation of School Events

We will notify you about cancellations of school events, and late starts or closure for snow (or other weather events) by:

- Check 'Notices' on our school website [www.outram.school.nz](http://www.outram.school.nz)
- Download the School Stream app on your phone.

## Bible in Schools

The 'Bible in Schools' programme is delivered at Year 0 to 6. Each lesson is half an hour. This runs fortnightly for 30 weeks of the school year. On enrolment parents/guardians complete an opt-in form for your child to participate in this programme. If at any time you change your mind regarding your child's participation, please let us know in writing through the Office. The curriculum is non-secular and freely available for parents to look at through the Office. Most children participate; those who do not opt-in are supervised with other learning activities.



## Pre-schoolers

### Playcentre Liaison

The school has developed a close relationship with Outram Playcentre. Visits to school for preschool children are arranged and copies of the Information Guide are available from the Playcentre.

### Readiness for School Checklist

The following checklist is a guide to parents. We acknowledge Dr John Irvine's book, 'Coping with School' for this list.

#### Developmental:

- Can draw people with three or four recognisable features
- Has some control when colouring in
- Can write own first name • Can talk in sentences, not just in two or three words
- Speech is understandable, doesn't have to be perfect
- Can remember parts of favourite books
- Is able to identify some initial sounds
- Can repeat some nursery rhymes
- Enjoys looking at pictures or listening to stories
- Can count on own fingers
- Knows basic colours and shapes
- Can follow two simple instructions given together
- Wants to learn. E.g., Why? Or how do you write...?

#### Social

- Mixes happily with friends at preschool
- Has begun having friends over to play
- Can go to preschool or parties without parents
- Can stay within boundaries
- Can share and take turns
- Has friends and can talk about them in conversation
- Can talk to adults other than parents and family

#### Self Help

- Is toilet trained
- Can dress themselves including buttons
- Can cut and paste with ease
- Can open food packets and unwrap lunches
- Recognises and looks after personal belongings

Children develop at different rates; our new entrants will be at varying stages at enrolment.



## Reporting to Parents

### Confidential Information

Throughout their school life a variety of information is gathered on each pupil. This information is treated in the strictest confidence and is available to parents and relevant individuals or organisations with the consent of parents.

Upon a pupil's departure from the school this information is forwarded, upon request, to their next school in accordance with provisions contained in the Education and Training Act, 2020.

### Goal Setting Learning Conferences

Goal Setting conferences are held twice a year, usually in March and again in July. This is an opportunity for students, parents and teachers to set goals and discuss progress. Teachers are available to meet with parents throughout the year. A meeting may be arranged by contacting the school office or individual teacher at any time.

### Reports

Student achievement and progress is reported mid-year and at the end of the year. Copies of these reports are kept at school and are available online through the EDGE parent portal.

Teachers also hold samples of work for each child, which are handed on to the next teacher.

### School Newsletter

The school newsletter is published every Thursday and is given to the oldest child of each family to take home unless you have requested an electronic copy. The newsletter focuses upon student achievement, programmes of work and school events. Parents and community members/organisations are welcome to submit notices for publication. These must be at the school office by lunch time each Wednesday.

The newsletters are also available for download or viewing on the school website – [www.outram.school.nz](http://www.outram.school.nz) or by email if requested.



## Student Services

### After School Care

An after school care programme is operated by Magic Kids Club. It runs each weekday from 3 pm to 6:00 pm and a supervisor looks after the children, providing an afternoon snack and fun-filled programme. The programme is based in the Workshop, but children also play outdoor games, try their hand at baking, and at arts and crafts. They also have a supervised time to complete their homework if parents desire this.

The operating hours will be

3:00 pm to 4:15 pm Cost term 1 and 2 \$9.75, from term 3 \$10.50

3:00 pm to 4:45 pm Cost term 1 and 2 \$13.65, from term 3 \$14.70

3:00 pm to 5:15 pm Cost term 1 and 2 \$17.55, from term 3 \$18.90

3:00 pm to 5:45 pm Cost term 1 and 2 \$21.45, from term 3 \$23.10

3:00 pm to 6:00 pm Cost term 1 and 2 \$23.40, from term 3 \$25.20

The OSCAR subsidy is available for those families eligible for this. For families with multiple children and not OSCAR eligible we can offer a discount of the rates above.

Families will need to register on Magic Kids Club Aimy Plus system -

<https://magickidsclub.aimyplus.com/Account/Login>. If you have any problems, please contact the Magic Kids Club office - Tracy - Admin Leader 03 453 3266 or 022 466 5227 or email [admin@magickidsclub.co.nz](mailto:admin@magickidsclub.co.nz)

Once you are registered and make a booking on the site, you will receive a welcoming email from Magic Kids Club, giving you more information regarding invoicing and payments. When you register you will accept the terms and conditions (which can be viewed as part of the registration).

If anyone requires any help applying for the OSCAR subsidy, you can contact the Magic Kids Club office and we will help you with the process.

Any questions you have, please contact Tracey anytime using the details above.

**Please note:** the school grounds are closed after pick up until 4.30pm each school day because after school care uses the grounds at this time.

### Book Club

Scholastic New Zealand Ltd sends brochures to the school once a term for families to purchase books at reduced prices. If parents wish to purchase any books, the order form and money should be sealed in an envelope and returned to the school office or orders can be made online. The school receives bonus points to order free books for the school library and we are very grateful for this form of revenue.

### Library (Allen Centre)

The school has a well-stocked library which is available to the children for class periods. Limits are put on the number of books children can borrow at one time and parents are asked to maintain a check for school books left at home or in school bags for lengthy periods. The school library is computerised, and accounts are issued for the replacement cost of lost or damaged books. All books are returned to the library at the end of the third term for stock taking. The library computer is available for research purposes.

## Lost Property

It is a very sensible precaution to have children's garments and property named. The lost property is situated outside the office, children can examine this and claim any items belonging to them. Parents are encouraged to make regular checks also. Unclaimed items at the end of each term are donated to charity.

## Lunches

These may be ordered and paid for by parents directly at Mitchell's Food Centre.

Mitchell's delivers the lunches to the school at 12:45 pm.

Children may bring lunches (wrapped in tin foil) to heat in the school pie warmer in the Workshop. Please include name, room number and description of contents (pie, pizza etc) so we can heat appropriately and get to the correct person.

Every Wednesday, children may purchase sausages and bread (check with office for price) prepared by Outram School members. Orders are to be handed to the school office before school on Wednesday morning.

## School Buses

If you live more than 3.2kms (children under 10) or 4.8kms (10yrs and over) from school and live inside the school's transport zone which is determined by the Ministry of Education, your child is eligible for bus transportation to and from school.

The school buses leave from the Beaumaris Street entrance at 3.10 p.m. daily. Bus children who are not travelling home by bus must inform the teacher when the roll is marked in the morning.

School rules regarding behaviour on the bus are enforced.

If you live more than 2.4 kms from the **nearest** school bus stop, please tell us in the school office. You may be eligible for a conveyance allowance.

## Stationery

For the start of each school year class stationery packs will be available from Paper Plus Mosgiel.

All replacement stationery and books required during the year by your child may be purchased from the school stationery shop.

## Uniform Sales

We stock the following all items for our school sports uniform. Approximate costs are:

Outram School Top - \$50

Bucket sunhats - \$12

Slouch sunhats - \$12



## Who's Who?

### Board of Trustees

The following people are currently serving on our school's Board of Trustees

Anne-Marie Wells	Chairperson	486 1876
Andrew Kissell	Finance	
Annette Harrex	Health and Safety	
Hayley Wetere	Personnel	
Nathan Young	Property	
Kim Allan	Principal	
Janferie Tansley	Staff	
Carolyn Timoko	Minute Secretary	

### Friends of Outram School

This committee acts as the School's PTA. Funds raised annually are used to extend current programmes and support new initiatives. The current fundraiser is to replace our tired and aging wooden playground.

To get up to date contacts for FOS please call at the school office. Find us on Facebook 'Friends of Outram School'





## STAFF

Principal	Kim Allan	
Deputy Principal	Glen Beadle	
Associate Principal	Janferie Tansley	
Junior School	Carlie Sinclair (Team Leader)	Room 1
	Lynda Bayne	Room 2
	Angie Carter	Room 10
	Stacy Buschl/Philippa Lord	Room 8
	Emma Hamilton	Learning Support Teacher
Senior School	Kate Jackson/Philippa Lord	Room 7
	Janferie Tansley (Team Leader)/	
	Emma Parks	Room 6
	Glen Beadle/Megan Bremner	Room 5
SENCO	Angie Carter	
Learning Support Co-ordinator (LSC)	Anna Bartlett	
Allen Centre Educator	Megan Bremner	
Support Staff	Carolyn Timoko (School Administration Secretary)	
	Rebecca Hunter (Assistant Librarian / Teacher Aide)	
	Rebecca McSkimming (Teacher Aide)	
	Kerry Kakahi (Teacher Aide)	
	Kirsty Stanley (Teacher Aide)	
Caretaker	Pene Ngatai	
Cleaner	Maree Alexander	

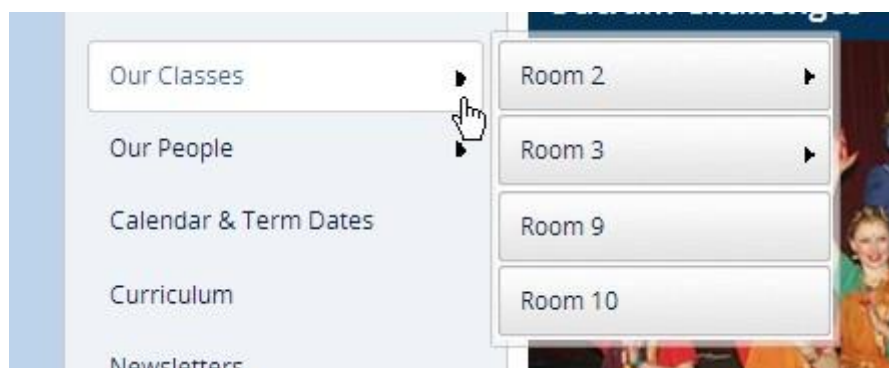
## Keeping Up to Date

### Daily Notices



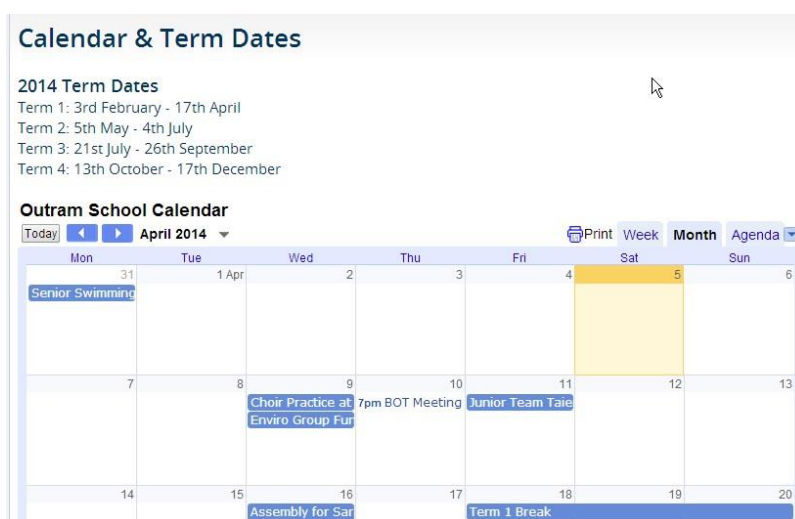
To keep up to date with school notices and events use the 'News Centre' button found at our web address [www.outram.school.nz](http://www.outram.school.nz)

### Class Events



To keep up with class events and activities follow the 'Our Class' links.

### What's Coming Up



Dates for upcoming events are on our website calendar. Specific details will be either in newsletters or be sent home in a separate notice as each event comes up.

# OUTRAM SCHOOL MAP

