

Martinborough School

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Term Dates 2022

TERM ONE

Wednesday 2nd February – Thursday 14th April

7th February - Waitangi Day

15th April – Good Friday

18th April - Easter Monday

25nd April- Anzac Day

TERM TWO

Monday 2nd May – Friday 8th July

Monday 7th June – Queens Birthday

Friday 24th June- Matariki

TERM THREE

Monday 25th July - Friday 30th September

TERM FOUR

Monday 17th October – Wednesday 14th December- this is a half day

Monday 24th October – Labour Day

Teaching and Support Staff for 2022		
	Craig Nelson Principal@martinborough.school.nz	Principal
	Julie Sutherland julie@martinborough.school.nz	Deputy Principal
	Ron Morrissey Ronm@martinborough.school.nz	Deputy Principal
	Karen Hartnell Karen.Hartnell@martinboroughschool.nz	Senco
Room 2	Ms Amanda Pickering Amanda.Draper@martinborough.school.nz	Yr 2
Room 3 Team Leader	Mrs Julie Sutherland julie@martinborough school.nz	Yr 1/2
Room 5	Mrs Chris Funnell chris.funnell@martinborough.school.nz	3/4
Room 6 Team Leader	Miss Katelyn Johnston Katelyn.johnston@martinboroughschool.nz	3/4
Room 7	Ms Jan Hunter Brooke.tuffield@martinboroughschool.nz	4/5
Room 8	Mr Charl Jacobs Charl.jacobs@martinboroughschool.nz	Yr 5
Room 9	Mr Ron Morrissey Ronm@martinborough.school.nz	Yr 6
Room 10	Miss Brooke Tuffield Brooke.Tuffield@martinboroughschool.nz	Yr 7/8
Room 11	Mrs Tara Calkin Tara.calkin@martinboroughschool.nz	Yr 7/8
Room 12	Mrs Ali Welch Ali.Welch@martinboroughschool.nz	Yr 0/1
Room 4	Mrs Megan Pentecost Megan.Pentecost@martinboroughschool.nz Miss Jess Baddiley Jess.baddiley@martinboroughschool.nz	Yr 0/1
	Ngahuia McNabb office@martinborough.school.nz	Executive Officer
	Fiona Beattie Fiona.Beattie@martinboroughschool.nz	Teacher Aide/Office Support
	Maria Christensen Maria.christensen@martinboroughschool.nz	Teacher Aide
	Heidi Henley Heidi.henley@martinboroughschool.nz	Teacher Aide
	Tracey Clement Tracey.Clement@martinboroughschool.nz	Teacher Aide
	Adrian	Caretaker

Administration

School Office - Phone 3069 602 or 0273338088 or school app

Our school office staff are here from 8.30am—3.30pm Monday to Friday.

School Times

Monday to Friday:

8.55am	School begins (Wednesday bell rings at 9.10am to start the day)
10.45am	Morning interval begins
11.15am	Morning interval ends
1.00pm	Lunchtime – children have to sit for a minimum of 15 mins (eating)
1.45pm	Afternoon school begins
2.55pm	School day ends

Board of Trustees

The Board of Trustees (BOT) are elected parent representatives who set the strategic direction of the school and who are responsible for the student achievement. Our BOT meet regularly, to find out when the next meeting is please telephone the school office 3069602 or check our website www.martinborough.school.nz. These are public meetings and we welcome our parent community to attend. The current BOT is:

BOARD OF TRUSTEES	
Chairperson	Kirsty Shepherd
Treasurer	John Kirkup
Secretary	Tess Munro
Property	Mark Guscott
Health & Safety	Grant Plumbley
Community Representative	Rachel Potter
Principal	Craig Nelson
Staff Representative	Megan Pentecost

School Donations/Other Fees

Our school donations are \$100.00 per student per annum and we ask this is paid at the beginning of the school term. You will receive a receipt for Tax purposes.

Our year 7 and 8 students participate in Technology classes at Featherston School during the year. This is subsidised by the school, however there is a part cost to families of \$50.00 per year for each child. We require this to be paid to the school office as promptly as possible as we collect this fee on behalf of Featherston School.

To enable ease of payment, the school office accepts cash, cheques and EFTPOS.

School Procedures

Attendance

By law, attendance is compulsory each day the school is open. We ask if your child/children are absent from school, you notify the school by ringing 3069 602 or txt the school Cellphone 027 333 8088 with student name, room number & the reason for absence. WE REQUIRE THIS BE DONE FOR EVERY DAY YOUR CHILD IS ABSENT.

After 3 consecutive days of absence a medical certificate is required and needs to be provided to the school office. The doctors will scan and email a copy to the school with your permission.

All children who arrive after 8.55am need to go immediately to the office so the office staff can record their attendance.

If you need to pick up your child/children from school time, please go to the office and sign them out, and inform the classroom teacher.

All unexplained absences will be followed up by the office with a text or phone call to home/parents/emergency contacts for further explanation. If there are a number of unexplained absences, truancy Services will be advised where appropriate.

Complaints Procedure

1. If a parent/caregiver has a concern, complaint or question, their first point of contact is with the classroom teacher who will help to resolve or explain any action taken or not taken.
2. If a satisfactory resolution is not reached the Syndicate Leader is the next point of contact and from there the Principal. The Principal will investigate the issue and work with parents/caregivers, student(s) and class teachers (where appropriate) to resolve the matter, within the terms of the school policy.
3. If the issue remains unresolved, the issue or concern should be communicated, in writing, to the Board of Trustees.

Classroom Procedures

Home Learning

- We encourage parents to read with their children and listen to them on a regular basis Parents should sign their reading log books nightly and look after and return all reading materials promptly as we need the titles for other students.
- Learning basic facts and spelling reinforcement are also encouraged daily.
- Any other home learning expectations is on a class by class basis.

Illness at School

If a child becomes ill or injured at school, they will be sent to main office with a note from their teacher for either basic first aid, ie a plaster for a cut or they will be placed in the school's sick bay and a call placed to the child's parents/emergency contact, if required.

In the event of a serious accident, for example a broken arm on school grounds, we would notify the child's parents/emergency caregivers and a course of action is discussed at that time. The accident will be logged in the accident register held in the main office by the attending staff member

Parents or Emergency contacts may be contacted to collect students too ill to remain in school.

Nut and other Allergies

There are students at school who have a severe allergic reaction to nuts and peanuts. For this reason, we ask parents do not send any food containing nuts or peanuts to school in their children's lunchboxes (Coconut is not a nut and does not pose any risk). The slightest trace of nuts and peanuts may cause a severe reaction in a child which may be extremely dangerous.

However, if children do have such products, e.g. because peanut butter sandwiches are all your child will eat, they need to inform the teachers so precautions can be taken.

Health & Safety

Civil Emergency

The school has a planned procedure to put into operation in case of civil emergency such as a major earthquake. The school will keep all children at school under supervision until they are collected by parents or another adult specifically nominated on student database.

Please make sure that your contact details are kept up to date as well as that of your emergency contacts in the school office.

Dogs at School

Dogs on School grounds during school hours

- Permission to bring dogs (or pets) into the school / classroom should be sought from the Principal prior to the visit.
- Dogs need to be restrained (on a leash) at all times.
- The person who is responsible for the dog during the visit needs to be able to handle / control the dog under all circumstances.
- Our school is primarily for our children and the grounds are where they play. It is an absolute expectation that owners pick up after their dogs and ensure our grounds are clean and safe for our children.

After school hours

- Dogs need to be restrained (on a leash) at all times.
- The person who is responsible for the dog needs to be able to handle / control the dog under all circumstances.
- The dog owner is responsible / liable for any damage that may occur to the school grounds or resources.
- If the dog is agitated or hard to control it is the owner's responsibility to remove the dog from the school grounds to ensure the safety of the public.
- Our school is primarily for our children and the grounds are where they play. It is an absolute expectation that owners pick up after their dogs and ensure our grounds are clean and safe for our children."