

# PEMBROKE SCHOOL BOOKLET



## 2024



# PEMBROKE SCHOOL INFORMATION BOOKLET

Harlech Street  
Oamaru

Phone 03 4370931

This booklet contains information which will enable you and your child to appreciate how our school functions. It will also help you to understand some of the features of our school, which we believe are important.

Pembroke School prides itself on being a school where children are treated as individuals. We encourage our children to be themselves and to develop as individuals. At the same time we emphasise the need for them to be aware of their responsibilities to others both at school and in the wider community.

At the school we like to encourage all parents to become involved and wish to promote our open door policy. Please feel that you can come and discuss any points of concern about your children no matter how small they may seem. Remember feedback helps to inform us whether we are meeting the needs of children and parents alike.

Please do not hesitate to contact the school at any time. All teachers like to think our parents feel comfortable in coming to discuss matters of concern and realise that we do really care about the progress and development of all children.

The majority of children commence school on or just after their fifth birthday – but not before that date. All children must start school by their sixth birthday.

You will need to bring your child's birth certificate to verify their age. This is a statutory requirement. Also required is a form completed and signed by your Doctor to say your child's immunisations have been completed. These forms are available from the school office or your Doctor.

Most parents bring their children to enrol them a short time before their fifth birthday. This enables us to fill in the necessary forms, get to know the children and arrange for them to come for a few mornings before their fifth birthday, if this has not already been done through their pre school group.

In order to plan ahead, we like to keep a list of pre school children, both those who have older brothers and sisters at the school and those others who are in our school district. Please inform the school when you know of pre school children that will attend Pembroke. Bronwyn Styles our Junior Syndicate leader likes to be able to visit student pre schools and will set up familiarization visits to school prior to their school starting day..

We hope you find the information in this booklet both interesting and informative. If you require further information, please feel free to contact the school. Phone 437 0931.

**BRENT GODFERY - Principal**



## **Mission Statement**

**“Pembroke School will provide high quality education which recognises individual and cultural needs.”**

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### **Pembroke School Board of Trustees** (2024 is not BOT election year)

The present Board of Trustees is made up of five parents who were elected by the school community to serve Pembroke School in June 2019.

Members:

Peter Middlemiss:	Presiding Member
Belinda Hirst:	Deputy Chair / Treasurer
Brent Godfery:	Principal
	School Representative

Phil Crossan

Jim Tawaketini

We meet on the third Monday of each month in the school staffroom and all parents are most welcome to attend these meetings.

The Board is responsible for the governance of the school, setting goals, policies and ensuring the school adheres to the school charter. Our main focus being student achievement.

We employ staff and manage the finances. As a good employer we value our staff and aim to provide positive working conditions in safe cared for surroundings.

As Board members we strive to help get the best education and facilities possible for the children and to help them succeed at whatever goals they set themselves.

The Board is proud of its school and looks forward to a positive and supportive relationship with its parents/caregivers, welcoming any suggestions or queries that you may wish to raise.

As elected members we represent all families. While all ideas are given due consideration and thought, the Board must make decisions that will enhance the education of all.

Copies of meeting minutes will be displayed in prominent places around the school after ratification.

**Chairperson**

**Peter Middlemiss**

## Pembroke Home and School - 2024

Chairperson: Hayley Gray  
Secretary: Melissa Cormack  
Treasurer: Julie Beauchamp

The Home and School Committee is made up of a group of dedicated parents and staff to help raise money for the children of Pembroke School. This money goes towards sports, equipment, musical instruments, and any other activities where funds are needed throughout the school.

Our meetings are held monthly, often having different activities happening each meeting or on other nights.

We run two major raffles throughout the year. One at Easter and one at Christmas. Families are asked to sell ten tickets each and to donate an item to go towards the prizes, which usually consist of ten baskets of goodies.

During the year, other fundraising events are completed. e.g. Music Quiz, swim bags and toys, different raffles, or anything which we feel is of interest to our families.

The Home and School look after the following:

- School discos

or anything which is needed to be done during the year.

**Chairperson**  
**Home and School Committee**



## School Lunches

We are part of the Ka Ora, Ka Ako / Healthy school lunches programme. This means a free lunch is provided each day for your children.

This lunch meets the Ministry of Health nutrition guidelines.

Please inform us of any food allergies.

## Breakfast Club

"Yes, it's true - breakfast is the most important meal of the day and yet too many adults and children leave the house each day with little, or nothing, in their stomachs. Not only does breakfast kick-start our metabolism, it feeds the body and brain and provides the energy and stamina your child needs to pay attention in class, get schoolwork done and participate in physical activities. Children who miss breakfast are often tired, irritable, restless and less focused than their full-bellied classmates." Kidspot 2020

Pembroke School is very excited that the beginning of the day here at school can start with a bowl of weetbix, every school day from 8.30 - 8.55am.

Our Breakfast Club is for all Pembroke School students and not only focuses on getting the brain food we all need to concentrate, but on our kids socialising in a safe environment before school.

**What:** Breakfast Club

**When:** Monday - Friday mornings 8.30 - 8.55 am

**Where:** In our school hall

**Who:** For our Pembroke School Students

**Why:** To give our students a chance to be prepared to learn with a full belly, and learn some social skills catching up with their peers before school.

**How:** Our amazing year 6 volunteers are running this club





## School Activities



Pembroke

Kids

Are

Real Kids



## Classroom Organisation 2024

### Classes and Staff

Room 1	Year 5	Miss Mel Sloan
Room 2	Year 4/5	Mr Jonathon Walkinshaw
Room 3	Year 4	Mrs Sharyn Hill
Room 4	Year 5/6	Miss Ilaisipa Tahaffe
Room 5	Year 5/6	Miss Lisa Morrison
Room 6	Year 2/3	Miss Courtney Milligan
Room 8	Year 2/3	Mrs Bronwyn Styles
Room 9	Year 1/2	Miss Talisha Lord
Room 11	Year 1	Miss Sophie Andrews
Room 12	Year 1	Miss Lowri Waugh
Room 13	Learning Support Room	Mrs Miriam Mansfield/Mrs Vicki Latimer
Release Teacher		Ms Becky Soper
Release Teacher		Miss Kate Ellison
Release Teacher		Mrs Louise Fleming
Mr Brent Godfery		Principal
Mrs Anna Rawson		Deputy Principal
Mrs Miriam Mansfield		Timitanga Leader & Senco
Mrs Bronwyn Styles		Tupurangi Leader
Miss Lisa Morrison		Manaaki Leader
Mrs Oona Scanlan		Reading Recovery
Mrs Sharon Murcott		Office Manager
Mrs Heather Murray		Teacher Aide
Mrs Shelly Magee		Teacher Aide
Mrs Kellee Fairbairn		Teacher Aide
Mrs Vickie Latimer		Teacher Aide
Miss Roxane Eden		Teacher Aide
Mrs Jodie McWhirter		Teacher Aide
Mrs Stephenie Withers		Teacher Aide
Miss Anna Wickham		Teacher Aide
Ms Kate Kearns-Walsh		Teacher Aide
Ms Christy Ambler		Teacher Aide
Mrs Amy Waby		Teacher Aide
Miss Hayley Rendel		Teacher Aide/Office
Mrs Nadiah Mashor		Teacher Aide
Mrs Hayley Gray		Teacher Aide



We encourage all parents to keep in regular contact with their classroom teachers and raise any concerns with them. Unresolved concerns should be discussed with the Principal. Our aim is to work as a team involving the three key players of Children, Parents and Staff. Everyone has a role to play to ensure good discipline in a caring warm learning environment.



## Terms and Holidays 2024

Term 1	31st January - 12th April
Term 2	29th April - 5th July
Term 3	22nd July — 26th September
Term 4	14th October — 18th December



### Special Holidays

Waitangi Day	Tuesday 6th February
Otago Anniversary Day	Monday 25th March
Easter Friday	29th March
Easter Monday	1st April
Easter Tuesday	2nd April
Anzac Day	Thursday 25th April
Kings Birthday	Monday 3rd June
Matariki	Friday 28th June
Labour Day	Monday 28th October

## General Information

### School Hours

The school gates and doors open at **8:30 a.m.** and we ask that children avoid arriving prior to this time. We request all children are home or collected from school by 3:20pm.

Classroom programmes operate from 9.00 am.

Please have your child at school before this time.

Morning tea break goes from 10:30 am - 10:50am.

Lunch: 12:00pm - 12:45 pm

Afternoon Break: 1.45 pm –2:05 pm

School finishes at 3:00 pm

### Attendance

Once a child is enrolled at school we expect regular attendance. If for any reason a child cannot attend, we ask that you phone the school office - 437 0931 or you can text us on 027 437 0932. You can also send an absence message through the Skool Loop app. Our policy is to call the home by 10 a.m. on the day if we have not heard a reason for absence.

**Regular attendance and punctuality are good habits  
we want to encourage.**

## Scholastic Book Club

Children are given the opportunity to purchase books from the Lucky Book Club. All children are given pamphlets which describe the books currently available. There is no obligation to buy these books, but if you wish to buy, money must be returned with an order form in an envelope by the due date. Usually books are returned in a relatively short time and are distributed to the children. The school does benefit from this service by earning book points for the books sold.



## Homework

We encourage all children to continue their learning at home. All children are expected to read each night and complete other educational activities. e.g. spelling, times tables homework sheets. Children Years 1 - 3 fifteen minutes each night with children Years 4 - 6 expected to complete at least twenty minutes homework each night.

## Smoke Free Environment

Our School environment is Smoke free. We ask you not to smoke while at school.



## Parent Help

Throughout the year we often ask for help with various school activities and we very much appreciate the tremendous support we receive. If you are willing to help at anytime please let us know.

## Lost Property

This is a constant problem at school.

**Please ensure that all clothing brought to school is named.** Lost property is stored in the Interview room and displayed each Friday outside the school hall.

## Stationery

Pembroke School does not sell stationery at school. Paper Plus will carry all required stationery items and at the beginning of the year, Room and Year level packs are available from Paper Plus.

## Money at School

Any money brought to school should be in an envelope with the child's name on it and labelled. All requests from school for money from parents will be accompanied by a note or advertised in the weekly newsletter. Children are discouraged from bringing valuables to school.

## Accidents at School

Minor accidents are dealt with at school. If a serious accident happens the parents or person nominated for emergency calls is contacted while the child is resting in the medical room. If no responsible person can be contacted we will take whatever action is deemed necessary. However, we always try to contact parents first.



Should there be any change of phone number or home address, **please notify the school as soon as possible**. This will help to keep our records accurate in case of emergency.

## Health Notes

The school must be notified if your child is allergic to any particular medication or if you do not wish a particular medical procedure to be carried out in the case of an accident.

A note of explanation is required if your child is not to participate for medical reasons, in any part of our school programmes.



Do check that your child is medically fit to attend school. We have limited facilities to care for an ailing child. Cross infection can put other children at risk. Those extra days convalescing after an illness are important before a child is ready to take a full and active part back in the school again. If a child has been vomiting, he/she is to stay at home for **48 hours AFTER the last time they vomit**.

If your child is required to take medication at school, (for example antibiotics) a permission statement must be filled out, these are available at the office. If your child uses an inhaler for asthma at school, you are also required to fill out a permission statement.

## Head Lice

Head lice is an ongoing problem in all schools. Every school has this problem. If you are at all concerned or would like to know more information on treatments our Health Nurse, Leslie is very happy to help. Please contact her on 433-1161

## School Assemblies

Whole School Assembly is held on Friday at 9:00 a.m. Parents and other relatives are very welcome to attend these assemblies. Programmes vary during the year.

## Care of School Property

The school and its equipment are a valuable asset. While we accept that accidental damage may occur from time to time, damage resulting from the misuse of equipment or from breaking of rules will result in a requirement for this damage to be made good by the person responsible.

## Toys

No toys to be brought to school please. We can take no responsibility for lost / stolen or damaged toys brought from home.

## Weekly Newsletters

A weekly school newsletter comes home each Thursday. They are sent home with the eldest child at school and it may pay to check the school bag. It is our way of maintaining regular communication with families, so we ask that you ensure you read it. Following each monthly Board of Trustee meeting there will be a summary in the school newsletter. This is to keep you informed. If you have suggestions for the newsletter, please let us know at school.

## Skool Loop App for Pembroke School

**Skool Loop** provides an online and direct way for us to communicate notices and permission slips to all of our families as well as a way for our families to communicate absences with **ABSOLUTELY NO COST/CHARGE TO FAMILIES**. The app is **FREE TO DOWNLOAD** from Apple and Playstore and is very user friendly.



## Pembroke Facebook Page

Our Facebook page is a useful way to keep up to date with things happening around the school. Changes to sports, events and more are regularly posted on here.

## Parking of Cars Outside the School

Parking of cars outside the school can be a problem especially on wet days. We ask that cars do not park on the broken yellow lines in Pembroke Street or on the Bus Stop in Harlech Street between 8:30 - 9:00 a.m. and 3:00 - 3:30 p.m. Safe parking is available in Raglan Street with children entering or leaving, using the gate by the Hall. We ask for your co-operation in ensuring the safety of our children. Please don't park in a place that would encourage the children to run across the road.



*Uate Kaufana  
Troy Spiers  
Fairplay & Sportsmanship Award 2022*



*Jordyn Green & Pagan Larcomb  
Mainfreight Duffy Award for  
Excellence in Attitude 2022*



*Lily Hatch & Stella Johnston  
Special Character award 2022*



*Braxton Porter  
Chris Brown award for  
Academic Excellence 2022*



## Reporting to Parents

Our aim is to provide a mix of reporting to parents throughout the year. This involves whole class, oral and written reporting.

There is an expectation that everyone will attend the Term 1 interviews in week 6/7 to discuss your child and set goals for the year.

Portfolios/Reports provide the opportunity for parents to discuss classroom activities with their children and add comment themselves. While we operate an open door policy, it is an expectation that parents wishing to discuss individual children with their teacher will make an appointment, and state the purpose of the interview so the teacher has time to gather any appropriate data.

### Reporting Format:

Term 1	March	Parent Teacher Interviews
Term 2	Week 8 / 9	Reports Home
Term 4	Week 9	Reports Home

If our form of reporting requires modification, we are always open to suggestions.



## Achieving in a Positive Learning Environment

It is our wish and aim that all children feel safe and secure while attending Pembroke School. We want children to feel they are learning in a warm caring environment and are able to achieve to the best of their ability. To help teachers, the following discipline programme is in place.

The programme is known as positively REAL. It encourages children to live in harmony by respecting each others rights and avoiding disruption in the classroom or playground. Additional to the programme each individual teacher has their own management strategies to ensure co-operative classrooms where children can maximise learning. Each classroom selects a student of the week to receive a certificate at assembly.



## REAL behaviour at Pembroke

Values	Expectations
<b>REAL KIDS ...</b>	
<b>RESPECT</b> Caring for ourselves, others and our environment	<ul style="list-style-type: none"> <li>•use our words positively</li> <li>•look after our environment</li> <li>•look after our own and other people's property</li> <li>•help others</li> <li>•are good sports</li> </ul>
<b>EXCELLENCE</b> Doing our best	<ul style="list-style-type: none"> <li>•persevere</li> <li>•aim high and challenge ourselves</li> </ul>
<b>ACTION</b> Doing the right thing	<ul style="list-style-type: none"> <li>•keep hands and feet to ourselves</li> <li>•follow instructions</li> <li>•tell the truth</li> <li>•are in the right place at the right time</li> <li>•opt in</li> </ul>
<b>LEARNING</b> Opening our minds to new skills and knowledge.	<ul style="list-style-type: none"> <li>•are ready for learning</li> <li>•keep on task until it's done</li> <li>•work together</li> <li>•work towards goals</li> <li>•are great thinkers</li> </ul>

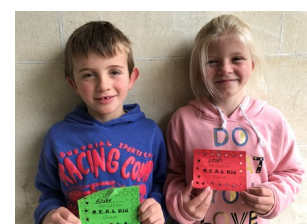
We are a PB4L school. Above are our school wide expectations. Children are rewarded for showing REAL values through these above expectations.

### Classroom Rewards

Junior students—Year 1-3 have REAL sticker charts. When they get 20 stickers they get to choose treasure from the class treasure box.



Senior students—Year 4-6 have STAR cards. When they get 20 holes in their cards they get free time. They can also earn REAL bands. These are awarded when you complete 5 cards.



## Playground Rewards



R	Name		
E			
A			
L			
Rm		Initials	

Teachers on duty give out REAL cards to those students who are displaying REAL values in the playground. Each student who gets one of these goes into the draw for a free Subway lunch.

## Discipline

We have our Principles of Pembroke (POP) system for all students.

Every child starts with their name in the green space on the chart each day. They can have their name moved through the chart for minor or major indiscretions.

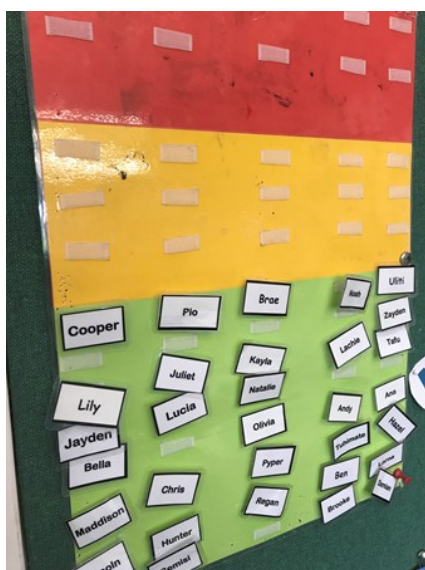
If a child has their name in red at the end of the day, they will spend time in the library after school reflecting on their choices.

For Junior students—Year 1-3 this is a minimum of 5 minutes and they will usually do a handwriting task.

For Senior Students—Year 4-6 this is a minimum of 10 minutes and they will do a REAL reflection task.

POP fits in really well with our school values.

We regularly review our POP system.



**Pembroke School**  
**REAL Thinking Plan**  
**Year 4-6**

A thinking plan for \_\_\_\_\_ Date: \_\_\_\_\_

What did I do to get into POP?

What REAL expectation did I not follow?

Being in POP makes me feel \_\_\_\_\_ because:

Did my actions affect any one else?  
Who did it affect?  
What effect did it have on them?

Next time I will...

Parent Signature: \_\_\_\_\_  
Date: \_\_\_\_\_



Fiefia Night 2022



Pembroke Kids  
Are R. E. A .L Kids

