



Thursday 2nd February

Dear Parents / Caregivers,

Firstly, welcome back to our families and children for another very full year of school. It is nice to be back and thank you to the parents, children and community members that have passed on kind thoughts on our return from our family trip away. It is always a little nerve wracking when you step away for a period of time, but the return has been refreshing and reaffirming that Lake Tekapo is a very special place to live. Thank you to Angela, Jane and Anna for their work at the end of 2022 and to the successive Boards of Trustees for affording my family the opportunity to travel overseas as a foursome. Maria, George, Archie and I simply loved the experience of Europe. As mentioned on a number of occasions throughout my years at Lake Tekapo School, one of the anxieties we hold is the familiarity that time brings with it and the knowledge that teaching in a small school does bring a need to keep honest and moving to endeavour to stay sharp. We are hugely conscious with nine years in the seat, the need to reflect on parent and community feedback is imperative for us to keep momentum. This year, as with other years, we will be asking for parent and stakeholder feedback in line with our three year plan to ensure that what we say is happening is actually happening for our kids. It is a privilege to teach here, but also a huge responsibility to ensure that your children are getting the best of their learning.



School and Community



Before leaving last year we spoke as a Board of Trustees about the need to draw on the many talents and skills that exist in our community and to consider opportunities to bring people together and to get back to simpler ways of doing this. Thank you to the many parents that came in on the last day of school to help tidy and knock off jobs that have been “on hold” throughout the year.

There is real acknowledgement that life is incredibly busy, but often with a collective purpose and a smidge of fun, this back to basics notion brings in and pulls together the very essence of community. Please know that your involvement and contribution is valued and does allow us the chance to bring the heart of the school to the forefront. We would like to hold future school wide gatherings for this very reason bringing together the pool, food and the opportunity to connect.

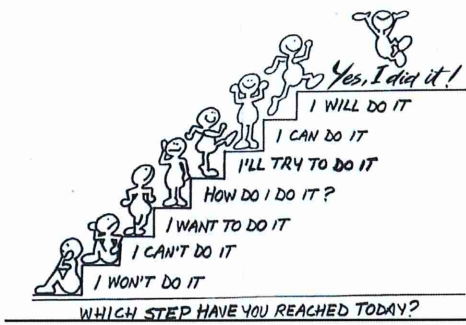
Pine Cone Fundraiser - Thank you

I was presented with an envelope on my return with money raised from a Pine Cone fundraising initiative. Thank you for the effort and enterprise to do this on behalf of the school. The school is very open to ways to raise and consider different fundraising events and if you have ideas, please feel welcome to bring these to school.

Maukatua Reserve Opening - Change of Date - Sunday 26th February



The celebration for the naming of the Maukatua Reserve has been changed to **Sunday 26th February**, to ensure dignitaries, community and parents are well versed into the order of the day. This day is to celebrate the naming of the reserve by Elijah Wilson that has been established at D’Archiac Drive. We are planning to make this a “community day” for community, families and children with both formal proceedings and a family focus. More information to come. Can you could please diarise this day to allow the school to be part of this historic event that would be fantastic



School Expectations 2023

The staff have reviewed last year and considered areas of the school that we think we can get better at and improve upon. Many of these areas are quickly remedied and involve us sharing our expectations for students here at school.

Communication:

The school does its best to communicate all information through email, Educa, Facebook and text, but we are still finding that some messages are not being read. Please take the time to read through the information provided and we will endeavour to also go "back to basics" with a newsletter fortnightly on a Thursday in school bags.

School Phone:



Jane holds the School phone at the office and we would appreciate all communication from home to school to go through this phone 0273748734. Staff are receiving individual messages that need to be relayed and we would prefer these to go through one channel. Thank you for this.

Open Door / Student Welfare:



The staff are very keen to maintain the open communication that happens naturally at the beginning and end of day. This is the privilege of being in a small school with minor concerns, or positives, able to be shared. If you would like a time to speak with staff about any concerns or issues, it is advisable to make a time so that we can give the time necessary and a

considered response, rather than being glib or rushed in our response.

The School's complaints procedure has been attached to this newsletter along with the Schooldocs log in procedure.

Staff Meeting Times:

Please be aware that the staff meet after school on Mondays' and Wednesdays' after school at 3:15pm.

Student Attendance:

School starts at 9:00am and we fully realise that there are changes during the school day for families. Can we ask that if you are late or need to pick your child(ren) up early, that you make contact with Jane in the office, so that we are aware of this.

School Uniform:



We are noticing that at times the school uniform can be a little hit and miss with students not having the right items of uniform, school hats and even helmets for bikes at school. Can we please ensure that your child(ren) are in the correct uniform and have brought the items to school they need for the day or have been requested to bring. Information regarding the school uniform can be found on the

school's website. A NZ Uniforms shop is now located at Washdyke, Timaru.

Hall Hire and the Community Room

The school embraces the opportunity to have Community and Parent groups in our Community Space as was originally intended. This does require organisation both with times, locking and unlocking and furniture and equipment needed for the different groups. If you are wanting to book the Community Space, please contact Jane

with details, so that the booking can be made. If you are unable to make your booking, can you also contact Jane, so that the school knows this. School Phone: 0273748734

Home Learning

The children always have plenty of activities in class to continue on with at home from school. Please ask your child to bring their activities home, as staff take time to make and create the resources for the classrooms. The children always have access to spelling words and basic facts material.

Swimming Tuition at School:



As with previous years, Penny Wilson will be running swimming lessons in school time for families wishing swimming instruction for their child(ren). This will be a formal coaching session with Penny and run as an itinerant programme in our normal school day. If you would like further details, please contact Penny Wilson at penny@tekapowellness.com or pick up a registration form from school. The plan is to start these lessons on Wednesday 8th February.

Tuesday 7th February - Rural Safety Day - Fairlie Primary School:

As part of the Kahui Ako cluster a Rural Safety day has been organised for Tuesday 7th February. This day will begin at 9:50am at Fairlie Primary and we will require transport. Students will be put into groups and work across 11 modules including things like motorbike safety, safety around trucks and tractors, fire extinguisher safety, road safety, safety around dogs plus a gumboot throwing activity and an obstacle course. **If you are able to assist with Transport on the day** we would be hugely appreciative. Please email Jane in the office if you can assist at office@tekapo.school.nz

Skiing: We still have outstanding accounts regarding our skiing programme from last year. Jane has notified the families still to pay and if there are concerns over this payment, can you please let us know.

Stationery/Library: Packs have now been given to the children and if there are any issue or queries regarding this, please make contact with Jane in the office. Library day will be Fridays. Please return books on this day.

Dates:

Monday 6th February	Waitangi Day - School Closed.
Tuesday 7th February	Rural Safety Day - Fairlie Primary School
Sunday 26th February	Maukatua Reserve Opening
Thursday 9th March	Mackenzie School Swimming Sports - Fairlie - Transport Required
Friday 17th March	Lake Tekapo School Triathlon
Thursday 6th April	Last day of Term One.

Term Dates:

Term One:	Wednesday 1st Feb - Thursday 6th April
Term Two:	Monday 24th April - Friday 30th June
Term Three:	Monday 17th July - Friday 22nd September
Term Four	Monday 9th October - t.b.c.

Transport - Thank You

The term is very full and we are aware of the number of initiatives that requires transport. The school is hugely appreciative of the support of these EOTC experiences for our children.

Family Name _____

Tuesday 7th February - Rural Safety Day - Fairlie Primary School:

The Mackenzie Cluster of Schools are having a combined Rural Safety Day on Tuesday 7th February. This day will include activities focussed on motorbike safety, safety around trucks and tractors, fire extinguisher safety, road safety, safety around dogs plus a gumboot throwing activity and an obstacle course

I can assist with Transport to and from Fairlie for the Rural Safety Day on Tuesday 7th February. Yes No

Number of Kids

Rural Safety Day - Tuesday 7th February. _____

Please be aware of the following date:

Maukatua Reserve Opening - Change of Date - Sunday 26th February.



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Concerns and Complaints Process

Most concerns can be resolved informally by discussions with the people involved.

STEP 1

Your concern is **GENERAL IN NATURE**
OR ...
Involves a particular **STUDENT OR STAFF MEMBER**.

Contact the person involved to arrange a time to discuss the matter privately.

Indicate what the concern is about and let them know if you'll bring a support person to the meeting.

If the concern is about a student, contact the student's teacher (or principal).

Meet with the person involved to discuss the matter.

Be prepared to listen to different points of view and try to work towards a resolution.

This may require another meeting and/or involve senior management.

Is the matter resolved?

Provide feedback as to whether you were satisfied with the outcome, or if the matter is not resolved.

YES

NO FURTHER ACTION REQUIRED

STEP 2

Your concern has **NOT** been resolved by meeting with the person concerned

OR ... does **NOT** involve a particular student or staff member

OR ... you **DO NOT** wish to approach the person concerned

OR ... involves the principal or a trustee (board member).

Contact the **principal, senior management, or board member (as appropriate)** to arrange a time to discuss the matter privately.

Indicate what the concern is about, any steps taken to resolve the matter, and let them know if you'll bring a support person... the meeting.

Meet with the appropriate person (as above) and discuss the matter.

Be prepared to listen to different points of view and try to work towards a resolution.

The **principal may involve other people** to help resolve the concern.

Is the matter resolved?

Provide feedback as to whether you were satisfied with the outcome, or if the matter is not resolved.

YES

STEP 3

Your concern has **NOT** been resolved by previous steps

OR ... your concern is more serious

OR ... your concern is serious and it's not appropriate to contact the principal (senior management) about it.

You can make a formal complaint.

See the school's **Making a Formal Complaint or Serious Allegation** procedure (SchoolDocs).

Put the complaint in writing (email or letter), giving as many facts and details as possible, and any steps taken to resolve the matter.

Include your name, signature, and contact details.

Send to the principal, presiding member (board chair), or deputy board chair/other board member, as appropriate.

Your complaint will be acknowledged.

The school will decide whether a formal investigation is necessary or appropriate. See the **Making a Formal Complaint or Serious Allegation** procedure (SchoolDocs).

If a formal investigation is required, subject to privacy, confidentiality, or other ethical and legal requirements, the school may keep you informed about the investigation process and timelines, including confirmation of when the matter is concluded.

NOTE: Unless there are exceptional circumstances, a complaint will not be considered unless the correct process has been followed. You may be directed back to the staff member or principal to follow the process.

This flowchart aligns with the school's Concerns and Complaints policy and procedures | Copyright © SchoolDocs Ltd

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Once a formal complaint has been resolved, there are no further avenues to pursue the complaint with the school.
If you are not satisfied with the outcome of your complaint, you are encouraged to take advice and may wish to consider contacting other agencies. See the school's **Making a Formal Complaint or Serious Allegation** procedure (SchoolDocs).