

Ashburton Christian School



2019 Handbook

119 Albert Street
PO Box 632
Ashburton 7700
Phone (03) 307 6340
principal@acs.school.nz
office@acs.school.nz
www.acs.school.nz

Contents

Contents	3
Welcome	3
2019 Term Dates and Public Holidays	4
School Timetable	5
Classes and Teachers	6
Important Information.....	7
Uniforms.....	14
Books and Stationery	16

Welcome

Welcome to ACS for 2019. We are blessed to have each of your families as part of the school and we pray that 2019 will be a blessed year in your child's schooling.

This handbook contains information that will assist your preparations for the 2019 academic year at ACS. *Please read through carefully as the information has been updated.*

2019 Term Dates and Public Holidays

Term 1: Monday 28 January to Friday 12 April

- Waitangi Day – Tuesday 6 February

Term 2: Monday 29 April to Friday 5 July

- Queen's Birthday – Monday 3 June
- Teacher Only Days – Thursday 4th July and Friday 5th July

Term 3: Monday 22 July to Friday 27 September

Term 4: Monday 14 October to Monday 9th December (to be confirmed)

- Labour Day – Monday 28 October
- Canterbury Anniversary – Friday 15 November

Each term a calendar will be sent home with important dates. Events are also on our school website (www.acs.school.nz) and reminders are placed in the school newsletter and school Facebook page.

School Timetable

The following are programmed into the timetable year round:

- A term calendar will be released at the end of each term for the following term. The school newsletter and website calendar will also have up to date information and any changes that may need to be made.
- Year 7 and 8 Technology at the Ashburton Craft and Technology Centre every Friday in Terms 3 and 4 beginning Friday 26 July
- Year 9 and 10 Technology at the Ashburton Craft and Technology Centre every Friday in Terms 1 and 2 beginning Friday 8 February.
- Ashburton Public Library visits will average three times a term for years 1-6 and as needed for years 7-10.

These times are guides and may be changed from time to time.

Year 1-6 timetable

TIME	SESSION	LENGTH
8.50am	1	120 minutes
10:50	Morning Tea	25 minutes
11:15-12:45	2	90 minutes
12:45-1:30	Lunch	45 minutes
1:30-3:00	3	90 minutes

Year 7-10 timetable

TIME	SESSION	LENGTH
8.50am	1	120 minutes
10:50	Morning Tea	25 minutes
11:15-1:15	2	120 minutes
1:15-2:00	Lunch	45 minutes
2:00-3:00	3	60 minutes

Classes and Teachers

Primary – Years 1 to 6

There will be four primary classrooms operating, each with the following home-room teacher:

- Room 1 - Years 0-2 Melissa Coe / Lizzie Bowen
- Room 2 - Year 2-3 Anne Edzes
- Room 3 - Year 4 Marylyn Herbert
- Room 4 - Years 5-6 Margaret Butler / Lizzie Bowen / Ruth Hill

Note that pupils may move between classes for various subjects so that they are instructed at their correct levels.

Middle School – Year 7 to 10

Years 7 to 10 home room teachers are:

- Room 5 - Years 7-8 Anne Gilbert
- Room 6 - Years 9-10 Jon Bowen

Other teachers include:

- Lizzie Bowen
- Tim Kuipers
- Maryke Blignault
- Ashburton Technology Staff
- Te Kura Staff

For more information regarding the Year 9 and 10 subjects and teachers, uplift a copy of the Year 9-10 prospectus from the school office.

Important Information

The following information has the safety and health of your children at heart. Please support the school in the following measures:

Absences and Lateness

The school office **must be contacted by 8.45am** on any morning that your child is absent from school. This is to ensure that no child goes missing between home and school. All late children must report to the office. They will be taken to their classrooms at the next convenient time.

Before and After School

Parents are reminded of the hazards of children travelling to and from school unaccompanied, and are encouraged to ensure their safety. Pupils should not arrive at school before 8.15am and should be clear of the school grounds by no later than 3.30pm, unless specific arrangements have been made with the staff. Children are most welcome to stay in the grounds after 3.30pm if supervised by a parent.

Bicycles, Skateboards, Scooters and Rip-Sticks

Bicycles Scooters and Rip-Sticks are allowed to be ridden in the school grounds in designated areas. All children must wear a helmet when riding. Children are not to share unless it is with a family member.

Books

All books owned by the school should be cared for and lost or damaged books reported to the class teacher. There is a need for parents to check pupil's school bags regularly during the school term, to ensure prompt return of readers and library books.

Bus Service

The Mid Canterbury School Transport Service (MCSTS) provides ACS pupils with a bus service. This is free to all who live 3.2km (age 10 or less) or 4.8km (age 11+) from school. All arrangements and more detailed information is available at MCSTS (www.mcsts.co.nz)

Bus Rules

Quiet when leaving and arriving at any site in respect for the bus driver. Remain seated at all times. Talk to those in your row. Fill from the back and empty from the front, one row at a time.

Cancellations

In the event a trip or event is cancelled due to weather it will be broadcast on Classic Hits 92.5FM at around 7.30am, 8.00am and 8.30am. The station also has a cancellation line updated daily at 9.00am (phone 307 8787). Cancellations will also be posted on our school Facebook page as well as parent texts being sent out where possible.

Chewing Gum and Lollies

Students are not permitted to bring chewing gum, bubble gum and lollies to school.

Civil Defence Emergency

We have procedures for dealing with an emergency. In an emergency we will keep children in our care until parents are able to pick them up from the school.

Complaints

NZ resident students need to follow the school's complaints procedure which is available on our school website

International School Students and caregivers need to follow the NZQA complaints procedure for concerns and complaints about a provider breaching the Code (www.nzqa.govt.nz) or they can also contact iStudent for concerns and complaints about money or contracts (<http://www.istudent.org.nz/>) or Freephone 0800 00 66 75.

Damage

Any damage to furniture, fittings, windows or property, whether personal or owned by the school, should be reported immediately to the class teacher. In some circumstances parents may be billed to pay for damage.

Dental Care

Children will receive their dental check-ups at ACS through the School Dental System. Follow-up work is undertaken at Ashburton Community Dental Service, Cnr Oak Grove and Elizabeth Street. Their operating hours are 8.30am – 4.15pm. Phone 307 6932. Parents receive an appointment card from the dental therapists which will be sent home with the child.

Behaviour

As a school we seek to encourage and acknowledge positive behaviour. When confronted with misbehaviour teachers seek to identify motives of the heart in each child and respond as wisely as they are able. They seek to instil in pupils Biblical principles of Christian living as found in Scripture.

The following procedures are followed for dealing with misbehaviour:

1. Restorative talk – the format is conversational and usually brief. The goal is to remind, correct or redirect minor misbehaviour into positive behaviour.
2. Restorative Conference – the format is a formal meeting with the teacher and/or a lead teacher. The goal is to explore more serious misbehaviour, helping the pupil unpack their motive and helping them avoid such situations again. Parents may be informed. Natural consequences are given.
3. Restorative Meeting – the format is a meeting with the teacher, principal and parents. The goal is a shared approach to the on-going misbehaviours of a pupil. Natural consequences are given.

In the classroom setting we have implemented a visual management system to support the restorative approach. All children begin a day on green. If there is any misbehaviour, children are warned and/or moved to orange then red. Red results in removal from the classroom setting to allow other pupils to continue having a learning focused classroom. Students on orange or red will have a restorative talk or conference at the next opportunity.

Classroom Standards/Principles

- Obey teachers without excuse, challenge or delay
- Accept and serve others in the class
- Work at a noise level and in a place and manner as instructed by the teacher and that supports the learning of all class members
- Speak truthfully in an up-building and encouraging manner. There is no tolerance for abusive language, swearing or put-downs
- Put up your hand if you need help or wish to speak to the teacher

Additional Playground Standards/Principles

- Obey staff or parent helpers immediately
- Keep themselves and others safe
- Respect people, property and the environment
- Use common sense
- Only go in designated areas
- Remain seated during the time designated for eating lunch
- No play in the toilets
- Only PE monitors in the sports shed

Earthquake Drill

Should an earthquake occur children are to get under their desks and wait for instructions from their teacher

Electronic Devices

All pupils will have access to computers for educational purposes when the teachers allow. Pupils will be taught the principles of what is often termed digital citizenship. If they demonstrate they can be trusted to follow these they may receive a personal device (Yr 7-10). This has to be approved by the teacher, principal and parents.

No copying to or from home and school devices is allowed without permission. Only educational games are to be played. Cell Phones are allowed at school for contacting family and only used with permission, otherwise they will remain in students' bags. If a student damages school property parents may be billed for the cost of repair or replacement.

Payments via Internet Banking

(please take care to set up *two* Payees)

- 1. The Christian Schools Trust for attendance dues (school fees) and donation (Domestic Pupils Only).**
- 2. Ashburton Christian School for school activities and PE uniform (Both Domestic and International Pupils).**

1) All attendance dues and the \$500 donation paid via internet banking need to be paid into:

Christian Schools Trust

BNZ 02-0874-0182984-000

Particulars: [invoice no. if you know it, or ACS donation, or fee]

Reference: [family name]

The Christian Schools Trust (CST) will send a statement to all families in the first three weeks of each term with the final statement near the end of Term 4. The Ashburton Christian School office has direct debit forms otherwise you can set up an automatic payment or send a cheque.

2) All School activities, classroom expenses, and PE uniform costs paid via internet banking need to be paid into:

Ashburton Christian School

ASB 12-3271-0021050-00

Particulars: [activity]

Reference: [family name]

Ashburton Christian School will invoice you for small classroom expenses each term. Larger items, such as camp, and PE uniform will be invoiced as they occur. Pay online or with cheque or EFTPOS at the school office. (If you prefer to pay cash please have the correct amount as we do not carry change).

- Year 0-4 Air Force Museum Trip – approximately \$15
- Year 0-4 Ferrymead Trip – approximately \$25
- Year 0-6 Swimming (twice per year) – approximately \$20 per week
- Year 5-6 Tramp – approximately \$75
- Year 7-8 Tramp – approximately \$30
- Year 7-10 Ski Days – approximately \$110 per student or \$80 per child for a family with more than one
- Year 7-10 Technology Costs - \$61.48 per student (includes all materials)
- Year 9-10 Tramp – approximately \$30

Fire Drills

A Fire drill is carried out once a term. A fire drill is signalled by a continuous sounding of the fire alarm. Pupils are to leave the classrooms immediately and move in an orderly manner to the court area. They are to assemble in class groups, clear of all buildings, with their teacher. Pupils do not collect personal belongings from any part of the buildings or re-enter a building until instructed to do so. Pupils are not permitted to have fireworks, lighters or matches at school.

Homework

We aim to have reasonable and regular homework expectations that support learning in the classroom. We may give extra homework to target areas of specific needs at certain times. The older the child, the more homework they will receive. In Years 9 and 10 pupils will self-manage, with after school detentions for incomplete work.

Injuries

Injuries are to be brought to the notice of a teacher immediately. For any injury considered serious, parents will be notified and a record kept in our serious injuries folder.

Interval and Break Time Supervision

Interval is usually supervised by a duty teacher but may also be supervised by a trusted parent who has quick access to a teacher.

Knives

Knives are not permitted at school.

Leaving the School Grounds

A pupil may not leave the school grounds during school hours without the permission of a teacher. The teacher must be informed by the parent of appointments that would necessitate leaving the grounds.

Litter

All food, paper, plastic, and metal waste is to be taken home in lunch boxes each day.

Lost Property

All clothing, books and sports gear must be clearly named. Lost property is kept in the administration block.

Lunch Times

Pupils will eat their lunch outside in the lunch area if fine and if wet in the classroom each day, remaining seated until released by the duty teacher for play. Children are allowed to have a water bottle with them during class time.

Medication

Parents of pupils required to take medication at school should advise the school of this by note to the teacher or office. For any medication that the school dispenses, it is necessary for a medication clearance form to be filled in by a parent.

Newsletters

Every week the newsletters are e-mailed out to the address supplied to the office. If you do not have e-mail, or you would like a hard copy, these will go home with the oldest child each Thursday. We expect parents to have read the newsletter each week.

Office Hours

The school office will be open from 8:30 to 1pm from Monday to Friday. Phone messages are generally checked at about 2:00pm in case parents have left any urgent messages.

Out of Bounds

Certain areas will be designated out of bounds unless permission has been granted by a teacher.

Relationships

No boyfriend/girlfriend relationships are allowed in school, but, rather, pupils are encouraged to care for one another as brothers and sisters ought to.

Reporting on Pupil Progress

We will have four main reporting times to parents.

At the end of Terms 1 and 3 we will have three-way conferences with the parents/caregivers, teacher and child to discuss educational progress and goals. At the ends of Terms 2 and 4 a written report on academic progress and work habits will be sent home.

Road Safety

Caregivers must ensure their child is safe on the roads before allowing them to walk or cycle. The school has a road safety programme. We recommend no pupil cycle to school before the age of 11. Helmets are compulsory in NZ. We recommend helmets for pupils on scooters as well. International students will be assessed by school staff before being allowed to cycle or walk.

Shops

Pupils are not permitted to visit shops during school hours.

Snowfall

We will close our school for the day if there is a threat that we could get snowed in. Closures will be announced on Classic Hits 92.5FM at around 7.30am, 8.00am and 8.30am.

Stationery

It is each family's responsibility to ensure children have the right stationery. If requested stationery is not supplied by the following Monday the school office will supply and charge to parent's accounts, including an admin fee.

You may purchase your orders in retail stores. There is also the option of going on-line at www.myschool.co.nz/acs and make your orders. These will be delivered to your home. Log on to and find your child's year level and select from the school list which items you would like.

Telephones

The telephones are not available for pupil use except in emergencies and permission must be obtained from a staff member. Cell phones are not to be used by pupils in school hours unless permission has been sought from the class teacher or duty teacher.

Toys

Toys are only permitted for show and tell.

Uniform Supplier

Most of our uniform is supplied by Tots to Teens in the Ashburton Arcade. Sports uniforms are available through the school office. Other suppliers are indicated in brackets. Second hand uniforms are advertised on the school Face book page. Please let the principal know if affordability for uniforms becomes an issue.

All pupils are permitted to wear a plain black jacket or their PE jacket as an outer garment.

Uniform – Years 1 to 6 Girls

Summer

Burgundy and white gingham skirt

Year 5-6 can wear burgundy and white gingham skirt

White short sleeved polo shirt with logo

Burgundy cardigan (woollen) with logo

Plain white ankle socks

Black leather school shoes or black sandals

Burgundy, white or black hair ties

Burgundy broad-brimmed hat

Winter

Burgundy, black and grey checked pinafore

Year 5-6 can wear burgundy, black and grey tartan kilt

White long sleeved shirt

Burgundy cardigan (woollen) with logo (as in summer)

Long black socks or tights,

Black leather school shoes

Burgundy, white or black hair ties

Uniform – Years 7 to 10 Girls

Summer:

White short sleeved blouse with logo

Grey checked skirt (ACS office)

Burgundy cardigan (woollen) with logo

Plain white ankle socks

Black leather school shoes or black sandals
Burgundy, white or black hair ties
Burgundy broad-brimmed hat (optional for Years 7-10)

Winter:

As with the summer uniform except:
Replace short-sleeved blouse with long-sleeved blouse with logo
Replace the socks with black tights or long black socks

Uniform – Years 1 to 6 Boys

Summer

Grey, short-sleeved polo shirt with logo
Burgundy jersey (woollen) with logo
Light grey summer weight shorts
Plain grey cotton ankle socks
Black leather school shoes or black sandals
Burgundy broad brimmed hat

Winter

Grey, long sleeved shirt
Dark grey winter weight shorts
Burgundy jersey (woollen) with logo (as in summer)
Long grey woollen socks with burgundy and black stripe
Black leather school shoes

Uniform – Years 7 to 10 Boys

Summer:

White short sleeved shirt with logo (ACS office)
Burgundy jersey (woollen) with logo
Charcoal shorts (all year)
*Long **cotton** dark grey school sock with burgundy and black stripe*
Black leather school shoes or black sandals
Burgundy broad brimmed hat (optional Years 7-10)

Winter:

As with the summer uniform except:
Replace the short sleeved shirt with long sleeved white shirt with logo

Sports Uniform – Boys and Girls

(Available through the school office)

Black shorts printed with 'ACS' logo

Burgundy sport shirt with 'ACS' logo

Burgundy track pants with 'ACS' logo (optional)

Burgundy sport jacket with 'ACS' logo (optional)

Plain white ankle socks (not purchased through ACS office)

NOTE: Year 7-10 pupils must all come to school in full school uniform on PE days and change into their PE gear for the lessons.

All Girls Swimming Togs must be full piece (no bikinis).

Hair

Girls' hair is to be tidy and clean, kept off the face and tied back if below the collar. Use only plain burgundy, white or black coloured hair ties, clips or bobbles. Boys' hair is to be tidy and clean with the hair off the collar and face. Hair additives must not change the natural colour of the hair. The principal will arbitrate where there is doubt.

Jewellery

No jewellery, make-up or nail polish shall be worn at school except for a small, plain stud or sleeper in the earlobe for girls. It is the responsibility of parents to ensure that this regulation is kept.

Technology Uniform Years 7-10

The Sports uniform is to be worn on Technology days by Years 7-10 including closed sports shoes.

Books and Stationery 2019

Ashburton Paper Plus, Warehouse Stationery, and Office Spot have class book lists.

Room 1

Home room teacher:

Note: Please name all books. Do not name stationery (pencils, gluesticks etc) as these will be shared. **An old shirt is required for Art.**

Description		Qty
Amos Glue Stick, 35gm		5
Faber Castell Junior Grip Triangular Pencil		4
Highlighter (Yellow)		1
Blue ball point pens		2
Whiteboard pens		1
Warwick 1B5		1
Book Exercise 1A5 Unruled Warwick 40LF		5
Impact Maths Pangarau 1 (Warehouse Stationery)	OR	2
Warwick My Maths Book 1 – Quad (Paper Plus, Whitcoulls)		2
Warwick My Maths Book 1 - Quad		1
Warwick Bumper Scrapbook, 335x245mm, 60gsm, 28 leaves		1
Impact Literacy Te Reo Matatini 1 (Warehouse Stationery)	OR	2
Warwick My Literacy Book 1 (Paper Plus, Whitcoulls)		2
Clearfile Display Book, 20 pages		1
Journal Bag (Library and Reading)		2
Box of Tissues		1

Room 2

Home room teacher: Miss Edzes

Note younger children may still have Mrs Coe for some subjects.

Note: Please name all books and stationery. Do not name stationery (pencils, gluesticks etc) as these will be shared. **An old shirt will be required for an Art Shirt.**

Description		Qty
Amos Glue Stick, 35gm		6
Faber Castell Junior Grip Triangular Pencil		6
Stabilo Boss Highlighters (Yellow)		1
Whiteboard pens		1
Book Exercise 1A5 Unruled Warwick 40LF		6
Impact Maths Pangarau 1 (Warehouse Stationery)	OR	2
Warwick My Maths Book 1 – Quad (Paper Plus, Whitcoulls)		2
Impact Literacy Te Reo Matatini 1 (Warehouse Stationery)	OR	1 (Y2 only)
Warwick My Literacy Book 1 (Paper Plus, Whitcoulls)		1 (Y2 only)
Impact Literacy Te Reo Matatini 2 (Warehouse Stationery)	OR	1 (Y2) 2 (Y3)
Warwick My Literacy Book 2 (Paper Plus, Whitcoulls)		1 (Y2) 2 (Y3)
Exercise Book 1B5		1
Clearfile Display Book, 20 pages		1
Journal Bag (Library and Reading)		2
Box of tissues		1

Room 3

Home room teacher: Mrs Herbert

Note: Please name all books and stationery. **An old shirt will be required for an Art Shirt.**

Description		Qty
<i>Amos Glue Stick, 35gm</i>		3
<i>HB Pencil</i>		6
<i>Blue pen</i>		2
<i>Red pen</i>		2
<i>Pencil Sharpener</i>		1
<i>Whiteboard pens</i>		2
<i>Highlighter (Yellow)</i>		1
<i>Warwick Eraser, Large, 45x25mm</i>		2
<i>Pencil Case Barrel</i>		1
<i>Impact Maths Pangarau 1 (Warehouse Stationery)</i>	OR	2
<i>Warwick My Maths Book 1 – Quad (Paper Plus, Whitcoulls)</i>		2
<i>Warwick 115 9mm ruled, 40 leaves</i>		4
<i>Book Exercise 1B5 Ruled 7mm</i>		1
<i>Impact Literacy Te Reo Matatini 2 (Warehouse Stationery)</i>	OR	2
<i>Warwick My Literacy Book 2 (Paper Plus, Whitcoulls)</i>		2
<i>Impact Activity Book Pukapuka Akoranga (Warehouse Stationery)</i>	OR	1
<i>Warwick My Everyday Book (Paper Plus, Whitcoulls)</i>		1
<i>Box of tissues</i>		1
<i>Journal Bag (Library and Reading)</i>		2

Room 4

Home room teacher: Mrs Butler

Note: Please name all books and stationery. **An old shirt will be required for an Art Shirt.**

Description	Qty
<i>Amos Glue Stick, 35gm</i>	3
<i>HB Pencil</i>	5
<i>Blue pen</i>	4
<i>Red pen</i>	2
<i>Pencil Sharpener</i>	1
<i>Warwick Eraser, Large, 45x25mm</i>	1
<i>Highlighter (not a pack of 4 – just single highlighters)</i>	2
<i>Pencil Case Barrel</i>	1
<i>Impact Maths Pangarau 1 (Warehouse Stationery)</i> OR	2
<i>Warwick My Maths Book 1 – Quad (Paper Plus, Whitcoulls)</i>	2
<i>Impact Activity Book Pukapuka Akoranga (Warehouse Stationery)</i> OR	3
<i>Warwick My Everyday Book (Paper Plus, Whitcoulls)</i>	3
<i>Clever Kiwi My Writing Book 2</i>	2
<i>Warwick 115 9mm ruled, 40 leaves</i>	2
<i>Box of tissues</i>	1

Room 5

Home room teacher: Mrs Gilbert

Note: Please name all books and stationery. **An old shirt will be required for an Art Shirt.**

Description	Qty
<i>Blue or black biro pen</i>	<i>2</i>
<i>Red biro pen</i>	<i>2</i>
<i>HB pencil</i>	<i>2</i>
<i>Eraser</i>	<i>1</i>
<i>Pencil sharpener</i>	<i>1</i>
<i>30cm ruler</i>	<i>1</i>
<i>Geometry set, protractor, compass etc</i>	<i>1</i>
<i>Stabilo, Boss Highlighters, Chisel, Assorted pkt 4</i>	<i>1</i>
<i>Scissors, 210mm general purpose</i>	<i>1</i>
<i>Warwick 14B8 Loose leaf Refill, 50 leaves</i>	<i>1</i>
<i>Warwick 1B8</i>	<i>7</i>
<i>Maths book 1E8</i>	<i>1</i>
<i>Functions Calculator (Casio or Sharp)</i>	<i>1</i>
<i>Headphones / Earphones (for use with computers)</i>	<i>1</i>
<i>Glue stick 35gm</i>	<i>2</i>
<i>Box of tissues</i>	<i>1</i>
<i>Packet of colouring pencils or felts</i>	<i>1</i>
To be supplied from School and put on Account	
<i>Maths Homework/Maintenance Book (\$TBC)</i>	<i>1</i>

Room 6

Home room teacher: Mr Bowen

Note: Please name all books and stationery. **An old shirt will be required for an Art Shirt.**

Description	Qty
Blue roller pen	1
Black roller pen	1
Red roller pen	1
HB Pencil	2
2H Pencil	2
Eraser, pencil sharpener, Ruler 30cm clear	1
Geometry set, protractor, compass etc	1
Bic Kids Evolution Colouring Pencils, Assorted, Pk 12	1
Amos Glue Stick, 35gm	2
Stabilo Boss Highlighters, Chisel, Assorted, Pk 4	1
Warwick 1B8	5
Warwick 1E8 Quad Book,	2
Art Graphic Folder, A3 size Plastic wallet type with handles	1
Clearfiles (20 Pocket)	2
A5 Diary – 1 week to view	1
USB Memory Stick 4GB minimum	1
Functions Calculator (Casio or Sharp)	1
Headphones / Earphones (for use with computers)	1
Dance Option – A4 Hardcover Spiral Bound Lined Notebook	2
To be supplied from School and put on Account	
Maths Homework/Maintenance Book (\$TBC)	1



Our Motto:

To **God Alone** the **Glory**

Our Vision:

To grow people who:

Love: God, Others, Self, World

Know: God's Story and our place in it

Serve: Faithfully with our gifts and talents

Impact: Bringing God's Kingdom to Earth