

ALLENTON SCHOOL

110 Harrison Street, Ashburton

Ph 03 308 6495

office@allenton.school.nz

INFORMATION BOOKLET

TABLE OF CONTENTS

Appointments with Class Teachers
Attendance and Absences

Class Placement
Communication with Home
Community Dental Service
Complaints
Cycles

Enrolment Zone

First Aid

Homework
House System

Leaving the Grounds
Lost Property

Medications
Music

Parent Helpers
Parent Teacher Association

Reporting to Parents
Road Patrol

School Board
School Bus
- Camp
- Choir
- Hall
- Library
- Lunches

School Organisation
School Photos
School Staff
School Times
Sports Skills Programmes
Specialist Education Related Services
Sunhats/Sunblock

Taha Maori
Terms and Dates

Uniform

Visitors Car Parking

APPOINTMENTS WITH CLASS TEACHERS

Please contact your child's teacher out of school time if you wish to discuss any matters with them.
We like to see you and to have feed-back (bad and good) on all facets of school life.

ATTENDANCE AND ABSENCES

The Education Act stipulates that children must attend a school each day it is open. It is in the general interests of your child that this is observed. The school operates a safety check system so that all children are accounted for each day. Please contact the school via Hero each morning between 8.15 and 8.45am on the days your child is to be absent or late. Please provide a reason for absence and if the child is to be late, an approximate time of arrival at school.

Should there be a need for you to take your child from school during the day, please ensure that the child's teacher is informed and that you have signed your child out. If your child is late to school in the morning they must come to the office to sign themselves in. Should a member of the family (unknown to us) be required to pick up your child, then it is very important that they identify themselves to a staff member before departure. This will avoid possible embarrassment. The school has some very clear legal obligations here. If there are restrictions on access to your children by particular adults, then we must be advised.

CLASS PLACEMENT

The placement of pupils in classes is the direct responsibility of the Principal who will have consulted with previous teachers and senior staff.
Consideration is given to the following factors when class placements are made: the child's working levels; maturity and social development; any special programme requirements, age and gender to maintain class balances, etc.
If you have any concerns about class placement, you are advised to discuss this with the Principal.

COMMUNICATION WITH HOME

HERO

HERO is the main form of communication from the School to Parents. It is important that once your child is enrolled at school, download the HERO app onto your phone and select Allenton School to receive notifications. This ensures that you will always receive any notices sent out. You are able to notify the school of any absences through Hero and we are able to bring you up to date with school happenings and developments.

SCHOOL NEWSLETTER

A fortnightly Newsletter is distributed via our Hero app. It can also be found on the Allenton School website under notices.

COMMUNITY DENTAL SERVICE

At regular intervals, a mobile clinic will visit the school to examine children's teeth. If any further treatment is needed, you will be given an appointment time to take your child to the clinic at 38 Elizabeth Street, the Oak Grove Rooms of Ashburton Hospital.

COMPLAINTS

We have procedures in place that we follow to ensure that complaints are handled appropriately.
These are recommended guidelines for parents making informal complaints.

- It is important to discuss the issue with your child' s teacher first
- If the matter has not been resolved then the Syndicate Lead teacher should be contacted next.
- Please refer to School Docs for further information on our Complaints Policy.

CYCLES

The Police Officer responsible for Road Safety in Schools assists greatly in the education of our children. Parent guidance is of paramount importance. Eight years of age is the minimum recommended by Road Safety Instructors for children to ride bicycles to school. We ask parents to comply with this recommendation. All children must wear an approved safety helmet.
Bicycles must be left in the cycle stands within the school grounds, and we recommend they be locked. The school can take no responsibility for the loss of or damage to cycles during school hours.

ENROLMENT ZONE

Allenton School does have an enrolment zone in place. Please refer to the Zoning map on our Website.

FIRST AID

From time to time accidents do occur. Most problems are minor and are remedied by a quick visit with a staff member to the sickbay. However, in the case of a more serious accident immediate first aid treatment will be given and parents or alternative contacts will be telephoned. Please call promptly to collect your child. From time to time parents will receive a text from the School to advise that their child has received a head knock but after treatment has been fine to go back to class. If the school felt that it was more serious, parents would be contacted to collect their child.

HOMEWORK

The school has a policy of setting and expecting some homework to be done at all class levels. This does not mean that it will always be a regular requirement for all pupils, but rather a means of practising and reinforcing aspects of the school programme that has been covered in the classroom, or collecting information in preparation for an area of study. Homework should not take longer than 15 - 20 minutes for junior pupils, and 30-40 minutes for seniors. If any difficulties arise over homework tasks please do not make an issue of it with your child. Please contact the teacher to discuss the problem.

HOUSE SYSTEM

Each year every child is assigned to a house. Points are awarded for relevant activities and behaviour with totals notified at school assemblies and house flags flown in order of merit. Inter House competition aims to:

- Reward positive behaviour both inside and outside the classroom
- Provide an air of competition in certain school sports events

LEAVING THE GROUNDS

Children are not permitted to leave the grounds during school hours - unless they are with a parent/caregiver and have let the school office know. Children who have to leave during school hours, must sign out at the office and be accompanied by a parent/caregiver.

LOST PROPERTY

As in all schools, the problem of lost property is often a time consuming one. Parents can help us by:

- Naming all garments clearly.
- Helping their children to recognise the true value of lost clothing.
- Visiting school yourselves to check the lost property bin (located in the Library).

End of term Lost Property Displays are put up outside the Library during some School events throughout the year. We are willing to assist in any way in the recovery of property but can accept no responsibility for the loss of uniform items.

MEDICATIONS

If your child requires regular medication it is necessary for a permission form to be completed. This can be collected at the office. Please supply the medication in a suitably labelled container giving details. This will be kept in the school's medical room and administered as required. We cannot supply children with Aspirin, Panadol, antihistamines or similar medication without a permission form.

MUSIC

A number of registered teachers of music are available and provide services at school and during school hours (when mutually convenient).
Teachers current available include:

Guitar/ Singing/Keyboard/Piano/Ukelele	Debbie Hawkes Phone 022 1221 950

PARENT HELPERS

It is the policy of the school to seek and involve parent help in classroom programmes and in more general helping tasks related to the wider school programme whenever the need arises. Parents are already assisting us greatly in:

- Sports coaching programmes
- Library administration, book repair, covering, cataloguing etc.
- New Entrant - Junior class programmes
- School Camps and trips
- Road patrol

PARENT TEACHER ASSOCIATION

The Allenton School PTA is a group of enthusiastic parents and teacher representatives who work alongside the staff and the Board of Trustees for the benefit of Allenton School.
PTA activities include new parent meetings, information sessions on aspects of the curriculum and fundraising events. The PTA has an elected representative on the School Board and this ensures good communication between the two groups.

The PTA is a member of the NZPTA and this provides access to relevant information and assistance when required. PTA members are always happy to receive views and concerns from parents and where appropriate take the necessary action to make Allenton School the best it can be.
New Parents Welcome: The PTA holds morning tea and information sessions for new parents/caregivers at regular intervals. These are informal and a great way to meet new people and become part of our school.

REPORTING TO PARENTS

We encourage parents to keep in touch with their child's teachers to ensure that home and school can work together for the benefit of the child.

If you have a concern about your child's progress or about any aspect of the school's activities please do not hesitate to phone us to make an appointment to discuss this.

At this time we have:

- Three-way interviews where parents have an opportunity to provide teachers with information about their child at the beginning of the year.
- Scheduled interviews in Term Three.
- End of year reports are sent to parents in December and include a class placement form for the following year. Stationery lists for the following year are uploaded to our Student Management Programme HERO.

ROAD PATROL

The school operates a patrol system before school and after school at the marked crossings on Harrison Street and Allens Road.
Year 6 pupils are organised into teams to control these busy crossings and prior to taking up their responsibilities are trained by Police Road Safety Officers. Parents are rostered to assist.

Parents are asked to set a positive example to their children and others by using the road crossings and obeying traffic warden signs.

SCHOOL BOARD

This consists of elected and co-opted trustees together with the Principal and an elected staff representative. Elections are held every three years. The Board is responsible for the governance of the school. Its function involves policy making, the appointment of new staff and the financial management of the school. Meeting dates can be obtained from the Office.

Current Board of Trustee members are:

Jaclyn Pow (Chairperson)
Rachel Cawte
James Cochrane
Hayden Marshall
Craig Donaldson
Staff Rep
Andrew Leverton (Principal)

SCHOOL BUS

There are three bus routes servicing this school, all operated by private contractors. The right to use these services needs to be first confirmed by the school.
In the event of any problems, PLEASE CONTACT THE SCHOOL (not the bus operator). A duty teacher monitors bus pupils at school. If your child is not to travel on the bus for any reason please advise the school office by 3.00pm to avoid a search for lost or missing pupils.
Parents are asked to ensure that their children are fully aware of safety procedures while waiting for, or alighting from buses. Parents are responsible for their children at the roadside before being picked up or after being set down by school buses.
For enrolments and information please visit www.mcsts.co.nz

SCHOOL CAMP

An annual school camp is held in Term 3 each year for Year 6 pupils. This 3 day event is usually held at Woodend and offers pupils opportunities to experience a wide range of challenging and exciting individual and team activities and visits. Volunteer parents are sought to assist at this very worthwhile event.

SCHOOL CHOIR

All Senior pupils have the opportunity to be members of the school choir which performs annually at the Mid Canterbury Schools Music Festival. School uniforms are required to be worn by the pupils. We also have a Multicultural Choir Year 1 – Year 6 and a Junior Choir for Year 2 – Year 4.

SCHOOL HALL

The school has a large and modern hall complex. This is used for a wide variety of school activities including assemblies, indoor sports, aerobics, folk dancing, visiting performances, concerts, plays etc.

SCHOOL LIBRARY

The school has an excellent library that operates under the watchful eye of our librarian and teachers. Year 6 children are encouraged to act as librarians and help with the issue of books at lunch time and after school. Basic library skills are taught to all children.

SCHOOL LUNCHES

Lunches are available from Allenton Dairy on Fridays. Updated price lists are issued at intervals - these should be used. Lunch may be ordered by recording the requirement, pupils name and room number on an envelope, enclosing the correct money and placing it in the box at the office. Subway lunches are also available on Tuesdays, please order these through the Subway website. Lunches will be delivered to the school and dispatched from the office to the students.

SCHOOL ORGANISATION

Numbers of enrolments in any given year dictates the structure and organisation of the school. Two factors are given priority when the organisation for any year is established - minimising overall class sizes, and avoiding the need where possible for class/teacher change during the year. Often it is necessary for the school to have composite classes - i.e. two year groups together in one or more classes. Parents should be aware that within any class there is a wide range of levels and that children in composite classes are not disadvantaged. Our school programme is organised in three year cycles and content is not repeated the following year.
Our school is organised into three areas:
Junior Area: New Entrants - Year 2
Middle Area: Year 3 & 4
Senior Area: Year 5 & 6
Movement within each area is based on a child's readiness, age, progress and attainment.

SCHOOL PHOTOS

These are taken each year by a business who supply parents with all the necessary details. Individual and Family group photographs are available.

KEY SCHOOL STAFF

Principal:	Andrew Leverton
Deputy Principal:	Chris Miller
Associate Principal/Middle School Syndicate Lead Teacher:	Janine Barker
Senior Syndicate Lead Teacher:	Liz Wells
Junior Syndicate Lead Teacher:	Julie Tayles
SENCO (Special Educational Needs Coordinator):	Trudy Hulme
ESOL (English for Speakers of Other Languages)	Gaye Leverton
Learning Support Coordinator:	Glenda Dawson

Office Manager:	Annmarie McCloy
Office Administrator:	Kathryn Barr

SCHOOL TIMES

School Times

8.30am	School opens for instruction
8.55am	First warning bell to be in class
9.00am	School Starts
10.20 am - 10.40 am	Morning Interval
11.50 pm - 12.30 pm	1st lunch break
1.40pm – 2.00pm	2nd lunch break
3.00 pm	School Ends
3.15pm	Bus bell for bus students. All other children must have left school grounds

The school is open for pupils from 8.30am daily, from which time they will be supervised and encouraged to enter classrooms to prepare for the day's programme. Early arrivals are discouraged but if necessary, will need to be arranged individually with the Principal to ensure adequate supervision. Children are instructed to go straight home after school.

SPORT SKILLS PROGRAMMES

Allenton School offers a wide range of opportunities for students to develop sporting skills and, where appropriate, to compete at higher levels across a variety of codes. The school values the KiwiSport approach, which focuses on building fundamental skills that students can apply across many different activities. Our programme encourages personal challenge and achievement, with less emphasis on competition. Above all, sport at Allenton is about participation and enjoyment.

We utilise KiwiSport facilitators to support the development of specific skills and game sense. These sessions are scheduled annually and rotated to provide students with experience in both team and individual sports, such as tennis, rugby, and golf, promoting lifelong engagement in physical activity.

Whole-school sporting events include Cross Country, swimming lessons (delivered by EA Networks swim instructors), and Athletics. Senior students also have the opportunity to train for and compete in a Winter Sports Tournament against local schools.

Students in Years 5 and 6 who meet specified criteria may compete at a County level and, if successful, go on to represent Mid Canterbury at the Primary Sports Zones competition in Christchurch.

SPECIALIST EDUCATION RELATED SERVICES

From time to time specialist services in the fields of health and education are either requested by the school, or come on a regular basis as part of a service to schools. The following is a summary of these services and their place in our school programme.

- Hearing/Vision Specialists
- Special Education Service (Psychologists)
- Speech Therapist
- Resource Teacher - Learning and Behaviour

SUNHATS AND SUNBLOCK

Allenton School has a policy requiring children to wear sun hats during Terms 1 and 4. On sports day and other outdoor occasions the wearing of sunblock is promoted.

During the heat of the summer months children are encouraged to have their lunch under the shade of our beautiful trees. Allenton School sun hats are available from Tots to Teens and DPI.

TAHA MAORI

Our Charter agreement places an obligation on the school to recognise the multi-cultural nature of New Zealand society. At Allenton School we take the view that exposure to Maori Culture and language can be enriching, rewarding and bring about understanding.

We prefer to inject 'slices' of culture naturally in subject areas across the curriculum, (i.e. Social Studies, Maths, Physical Education, Reading, Science). Greetings and commands may be interspersed with the daily routine of school life but we are unable to offer separate lessons in Maori Language.

TERMS AND DATES

2026
Term 1 – Monday 2 February to Thursday 2 April 2026
Term 2 – Monday 20 April to Friday 3 July 2026
Term 3 – Monday 20 July to Friday 25 September 2026
Term 4 – Monday 12 October to Thursday 17 December 2026

UNIFORM

All Year items for Students
School monogram embossed on the left side of a Maroon polo top. Both these items can be in long or short arm length styles.
Maroon Jersey, Polar Fleece or sweatshirt with school monogram.
Plain black shoes. If your shoes have laces they must also be black.
Non-visible undergarments can be worn.

Summer (Term1 & 4)
Full brimmed Sun Hat with school logo embossed at the front available for purchase from Tots to Teens and DPI.

Girls:
Checked Skort (Crestalane Material) white ankle socks.
Boys:
School grey shorts and grey long socks

Winter: (Term 2 & 3)
Girls:
Kilt, Pinafore or Winter Skort (All to be Anderson Tartan)
Navy or black tights or socks
Boys:
School grey shorts and long grey socks
(Allenton School maroon and gold pattern grey socks are optional.)

Sports Days:
House colour t-shirt, Black shorts and sneaker/sport shoes

Jewellery and Personal Items
For safety reasons no Jewellery is to be worn.
The following exceptions are allowed; plain ear studs, a watch, a cultural necklace, birth or medical bracelet.
The necklace and bracelets must be worn tightly on the body and against the skin.
Hair accessories can only be black, brown, maroon or yellow.
No nail polish is to be worn.
Parents must ask for a prior exemption from the Principal for the wearing of any variation to the school uniform.
These will generally only be given for specific medical or management situations.
There is no preferred supplier but we recommend you check the quality of items before you purchase. Current sources are; Tots To Teens, DPI (sunhats only) and The Warehouse.

VISITORS CAR PARKING

The school has two car parks for staff only. These are both accessed off Harrison Street. We ask that no parents park in here to collect their children. They are also not to be used as a thoroughfare when arriving or leaving school. All parents with their children must leave either through the Allens Road or Harrison street gates.

Allenton School
Together we learn and grow
Me akotahi hei oranga mō te katoa



SCAN ME
TO DOWNLOAD

READY, SET, SIGN IN!

Stay in the loop by following these steps

1. **DOWNLOAD THE HERO APP**

   Once downloaded, click 'Sign In'

2. **ADD YOUR EMAIL ADDRESS**

   Select "Next"

3. **SELECT "NEW USER"**

   Your account will be set up by your school using the email address that you provided when you enrolled your children, use this address to request a password.

4. **SELECT "SUBMIT"**

   Hero will send you an email with a link to follow.

5. **CHECK YOUR EMAIL**

   You should receive an email within five minutes.

6. **FOLLOW THE LINK**

   This will take you to a secure page to enter your chosen password.

If you encounter problems logging in, please check with your school to make sure they have the correct details for you.

Hero