

INFORMATION BOOKLET

Tisbury School's vision is to grow an inclusive learning environment for all ākonga using the school's values of respect and responsibility.

In doing this, ākonga will strive to understand and pursue their full potential to continue their journey as lifelong learners.

Tisbury School believes this vision will be achieved through:

- Giving effect to Te Tiriti o Waitangi by embracing the shared values of Manaakitanga/Respect, Takohanga/Responsibility and Whanaungatanga/Belonging.
- Recognising the importance of connecting and having family/whānau participate and contribute to the school's learners and learning environment.
- Encouraging a "kids can do anything" attitude with students who becoming risk takers.
- PB4L/Mitey frameworks to enable the school to systematically review, revise and redevelop consistent school wide systems that increases student learning by improving their skills:





TIS and BURY

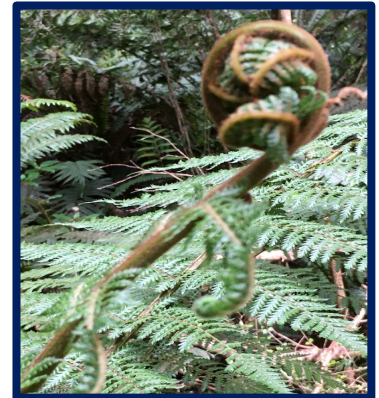


In 2016 Tisbury School celebrated its 125th Jubilee. In celebrating this milestone, the then Board of Trustees, Tisbury School Fundraising Committee and Staff presented the school with a stone koru carving.

The Koru represents:

The Past:

The school's foundation. The solid base with the wooden surround (made from the old administration floor boards) represents the development of a sound community based educational environment.



The Present:

The stem: growing and meeting today's educational opportunities in a forever-changing world.

The Future:

The bulb: ever evolving to meet the educational challenges of the unknown - always keeping children at its heart.



General Information:

School: Tisbury School
Address: 3 Boundary Road, RD 11, Invercargill, 9877
Postal: PO Box 7043, South Invercargill, Invercargill 9844
Communication: HERO APP
Provides direct links to
School Events Calendar
Student Information for parents only
Webpage
Facebook Page



School Hours:

8:15 to 8:45 Breakfast Club
8:30 Welcome to School Grounds
8:30 Welcome into Classrooms
8:45 School Starts – Meet and Greet
10:50 (Eat and Read – Morning Tea)
11:00 – 11:20 (Play)
12:30 - 12:40 (Supervised Lunch)
12:45 – 1:15 (Play)
1.20 School Starts
2:45 pm – School Ends
2:50 pm – School Bus Departs

School Office is attended: Daily: 8:30 am to 1:00 pm

Care and Responsibility of Students:

The hours that teachers are on site and take over the care and responsibility of students is: 8:20am (or when the school bus arrives) to 3:00pm.

Classrooms are open from 8:30am to 3:00pm – on wet or cold mornings, students who arrive before 8:30 will be asked to sit under the veranda until classrooms are open.

Teachers are not responsible for students outside of these hours – this information is supported through NZSTA “Who’s Responsible and When” recommendation on NZSTA webpage.

TISBURY KARAKIA
beginning of day

E Te Atua
 Manaakitia tātou katoa
 Te kura Tisbury
 Ngā kaiako
 Ngā tamariki
 Me ngā mātua hoki
 Ake, Ake, Ake, Amine

Lord, look after all of us. Tisbury School. Teachers,
 Children, Parents. Amen

**TISBURY KARAKIA
 MO TE KAI**
(to the tune of Frome Jaques)



Whakapai ēnei kai
 Hei oranga mō te tinana
 Amine

Bless this food for the goodness of our bodies.
 Amen

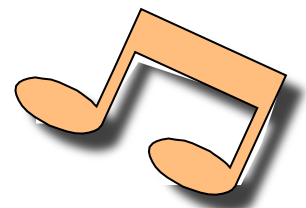


**TISBURY KARAKIA
 WHAKAMUTUNGA**
end of day

Kua mutu ā mātou mahi
 Mō tēnei wā
 Manaakitia mai mātou katoa
 Ō mātau hoa
 Ō mātau whānau
 Āio ki te Aorangi

Our work has finished for the time being. Protect us
 all. Our friends. Our whanau. Peace to the universe.

TISBURY SCHOOL'S ADOPTED SCHOOL SONG:



TISBURY KIDS CAN DO ANYTHING!!

**NOW THE SHOW BEGINS
AS THE SPOTLIGHT BEAMS UPON US.
YOU CAN SEE US, CENTRE STAGE.
WE'RE YOUR KIDS, YOUR HOPES,
WE'RE THE HEROES OF THE FUTURE.
WE'RE THE NEW UNWRITTEN PAGE.**

**THE TIME HAS COME AROUND AT LAST
FOR US TO SHOW THE WORLD THAT ...**

**CHORUS:
TISBURY KIDS ARE ROCKIN' IT, ROCKIN' IT,
TISBURY KIDS ARE TOPS.
TISBURY KIDS ARE LIVING IT, LIVING IT.
LOOK WHAT WE'VE GOT.
KIDS CAN DO ANYTHING, ANYTHING.
GIVE IT A TRY.
TISBURY KIDS ARE ROCKIN' IT, ROCKIN' IT.
JUST WATCH US FLY.**

**NOW THE GAME BEGINS.
YOU CAN SEE US FROM THE SIDELINES.
WE ARE IN THE WINNING TEAM.
WE'RE THE BEST THERE IS.
WE CAN TAKE IT TO THE LIMIT.
WE CAN LIVE OUR WILDEST DREAMS.**

**THE TIME HAS COME AROUND AT LAST
FOR US TO SHOW THE WORLD THAT ...**

CHORUS X 2 THEN SECOND HALF OF CHORUS AGAIN.

**(WORDS AND MUSIC: DAVID ANTONY CLARK AND JANICE MARRIOTT 2003 – KIWI
KIDSONGS 13)**

Communication

Please check out:

Purpose:

The Web Page

www.tisbury.school.nz

General Information

Facebook

<https://www.facebook.com/Tisbury-School-Invercargill>

What's happening around school

HERO

Download the HERO app:
Hero by LINC-ED

Main platform for communication

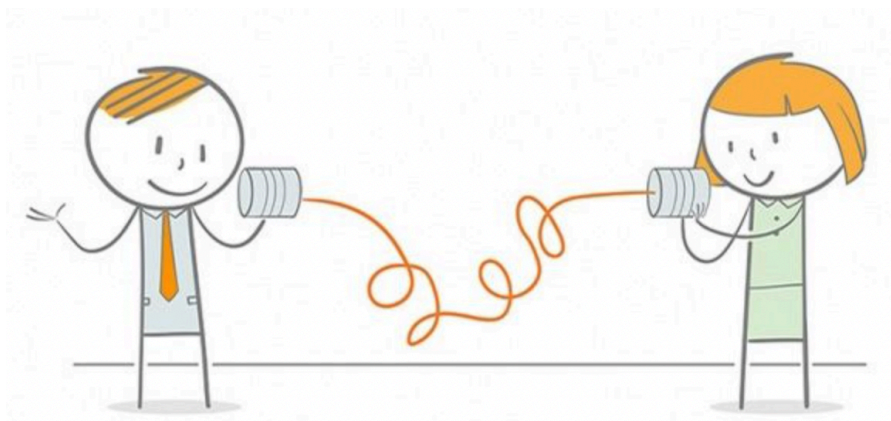
Texting

Classroom Teachers have a Cell phone for those quick Messages – they only answer Texts between 8:00am and 4:30pm.

Quick messaging.
ie: Absence

Office

Landline: 03 2168213
Cell: 027 254 2430
office@tisbury.school.nz





Confidentiality

As with other counselling services, client confidentiality is protected, unless the counsellor believes that a person is in danger of serious harm. If this is the case, the school Principal is notified.

The children need to know that they can talk safely without their conversation being repeated. But if there is something you need to know, the counsellor will talk to your child about this before you are contacted, so they can understand the importance of having mum or dad involved.

Sometimes parents will be contacted to support the work that happens at school, or to offer you support in working with challenging behaviour.

Teachers are aware of who visits ChatBus, but they are not informed of what your child talks about, unless it concerns the classroom. If your child talks about what is happening at home, this information is protected.

<p style="text-align: center;">Contact</p> <p>Email Miles at miles.chatbus@gmail.com</p> <p>To learn more about ChatBus, go to www.chatbus.org.nz</p> <p>Find us on FaceBook at www.facebook.com/ChatbusSouth</p>	<p style="text-align: center;">Networking</p> <p>ChatBus works together with other organisations including:</p> <ul style="list-style-type: none"> • Public Health Nurses • Oranga Tamariki • Child & Family Mental Health Services • Police Education Officers • Youth Aid • Women's Refuge • Social Workers in School • School Staff
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Staff

ChatBus Provides a professional counselling service to children within Intermediate & Primary schools.


ChatBus employs only qualified, experienced counsellors to ensure a high quality service.

Chatbus counsellors must be members of a professional body, and have regular clinical supervision.

Our counsellors are always happy to hear your concerns and accept self referrals from students, parents or other professionals.

Your counsellor is:

Miles Pask



Issues

Children today face a number of issues that cause them worries.

Sometimes they face challenges at school with friendships, or bullying.

Sometimes they face challenges at home, such as parents fighting, blended families, separation or divorce, family violence, grief etc.

Sometimes they face challenges from within such as fears or anxieties, nightmares, or behaviour problems.

Often when children have worries, their learning is affected because they are distracted and have difficulty concentrating in class.

Worries are common among children, and a little bit of professional support can help them with strategies to cope and overcome their challenges.

We all know that "a problem shared is a problem halved."

What Does ChatBus Offer?

- Free professional counselling in a familiar setting
- Opportunity to talk and be listened to without judgement
- The development of interpersonal skills while accessing support
- Opportunity to develop resilience
- Life skills for the present
- Hope for the future
- Children gain an understanding of their own uniqueness and worth

You Can Help

ChatBus is a registered charitable trust. You can invest in the well being of the children in our city by becoming a ChatBus supporter.

Donate \$5 (or more) each week as ongoing support for ChatBus by setting up an automatic payment.

Chatbus South Bank Account:
03 1746 0056515 000

Alternatively search for and donate to our 'Chatbus Invercargill' Givealittle page.

The following is some useful information that will hopefully help you become familiar with our school, its routines and ways. If you have any questions or queries, please do not hesitate to contact the school.

Absences:

Please notify the school each day your child is absent through the HERO App using the Absentee button. If we have not received a note of absence by 9:00am, families will be texted or receive a phone call. If we cannot contact you (after two attempts) your child will be recorded as unjustifiably absent.

The school monitors lateness and absences. Ongoing absences and lateness will be referred to the Attendance Service – they are there to help you get your child to school on time and regularly. Whānau can monitor absences through the HERO app. If you are having trouble getting your child to school on time, talk to their teacher or the Principal, they can sometimes have helpful hints.

Attendance:

92% regular attendance is the expectation of the Ministry of Education. There are only two real justified reasons for an absence. Medical or attending a funeral. All other absences are unjustified or truant, that includes overseas holidays within school term times.

Attendance is monitored termly. Whānau are provided with two graphs per year as part of reporting to parents. Nevertheless, if monitoring identifies a “of concern” trend, ie attendance less than 79%, the following will be implemented.

Step 1: Whānau meeting with teacher and principal.

Step 2: Second meeting with whānau and principal which can include the Invercargill Student Support Network. A letter outlining concerns and a plan to support the family will be written and supplied to the family and the ISSN team.

Step 3: If attendance trend continues to be of concern then a formal report to the MoE will be made.

The above steps are there to support the family and find solutions to ensure students are attending regularly.

Attendance: 90 -100% = Excellent; 85 to 90% = Good; 80 to 84% Satisfactory;
Off concern 79% and less.

Assemblies:

Meet and Greet – Monday to Friday – 8:45am for 15 minutes – the purpose is to set the scene for the day, reinforce positive behaviour expectations and enjoy whole school singing. at 8:40am bell rings and students line up on tennis court in their classes, they are then taken by their teacher to the library.

School Assembly 8:45am - Once a fortnight at the Tisbury Hall. Dates will be advised via the school’s bulletin. The purpose is for the class in charge to share their learning with community and other classes.

Parents/whānau are most welcome to either of these assemblies.

End of Year Assembly – this is held during the final week of school for the year. The purpose is to celebrate students who have worked well and have implemented or displayed the school’s values on an ongoing basis. Details of time and venue are advised during Term 4.

The following Awards and Trophies are awarded to students that display the following criteria:

End of Year Class Awards are awarded to students who:

- 1) Give it a go ... Achieving Excellence in Learning (Across all aspects of the curriculum).
- 2) Give it a go ... Always working to the best of their ability (Across all aspects of school life).
- 3) Consistently showing the school’s values (Across all aspects of school life & environment).

The Garden Club Award is awarded to students who:

Show a high interest, contribute and participate and work with Mrs Cloake to make the school garden operate.

The Sports Trophy is awarded to students who:

Participate and contribute to Tisbury School’s P.E. and Sports programme and are role models in this regard. They are able to relate to others and they show good sportsmanship. These students are innovators and transfer the skills mentioned across the school and community environment in any context.

The Arts Trophy is awarded to students who:

Participate in the arts with enjoyment. They may excel in a particular strand, ie dance, drama, music or visual which is shown through the school curriculum and/or extra curricula activities.

Rotary Leadership Awards are awarded to students who:

Show leadership qualities across their life in the senior school. These qualities will have developed over years 4/5/6 and consist of but not limited to: using their initiative, helpful to other students, a role model of how to problem solve and assist other students with their learning and social interactions.

The Mainfreight Honors Board Award is awarded to students who:

Have achieved consistently to the best of their ability and met the expectations within the curricula over-time. They are not necessarily the “top” student, but they can be the student who perseveres, takes risks, and works hard to achieve.



The Tis and Bury Citizenship Honors Board Award is awarded to students who:

Show, through actions, they are Tisbury “**Just give it a go kid**” who displays great attributes through implementing the key competencies and the school’s values of respect and responsibility. That is: **Participating and contributing in school life:** being a group player, including others, joining in school and community events as appropriate. **Managing self:** knowing when to lead, when to follow and when and how to act independently. **Relates to others:** by being kind, caring and helpful. **Shows respect and takes responsibility** for actions over time.

After School Care Services:


The school asks all parents/caregivers to advise the office, at the **commencement of each term or whenever changes are made**, if your child(ren) are being collected by an after school agency. Staff need to be informed as a school register is kept of who is being collected, by which agency and on what days. For information contact either: OSCAR or XO after school care.

Behaviour Management:

Tisbury School is on a continuing journey to develop behaviour management procedures around the framework of “Positive Behaviour for Learning”. Part of this framework uses a variety of support programmes for teaching social and behaviour skills so that students and staff can be more focused on teaching and learning. Information is under a separate PDF file on the school’s web page.

Buses/After School Care Services:

All children are required to wear the safety vest on the school bus and on school trips, parents and children who require a safety vest will be provided with an information sheet on enrolment. Children must follow the bus rules as outlined below.

Bus Rules:	Consequences:
<ul style="list-style-type: none">- Use manners to others at all times.- Keep hands and feet to yourself.- Use a quiet voice.- Stay in your seat and ensure seat belts are on – if provided.- Keep your school bags in front of your feet, or under your seat.- Follow the bus driver’s instructions at all times.- Listen to the bus monitors.- Cell-phones are not permitted to be used on the bus – unless the student is listening to music. 	<p>The bus driver and the monitor are to report any misbehaviour to the Principal (The Bus Controller).</p> <p>1st Offence – verbal warning by Bus Driver – Bus Driver to inform Principal.</p> <p>2nd Offence – verbal warning by Bus Driver – Bus Driver to inform Principal who phones Parents.</p> <p>3rd Offence – Bus Driver to provide Principal with a copy of a written notice. Parents contacted for a discussion and an appropriate consequence, ie: student is not allowed to travel on the bus for a set period of time.</p> <p>If the incident is deemed to be severe the school’s behaviour procedures will be initiated.</p>

Children Loading and Unloading from School Bus:

In the morning, the school bus off loads Tisbury Students at the Tisbury Hall. This is to ensure they are on the safe side of the road and enter the school gate at the top of the field and walk to the front of the school.

At the end of the school day, the children line up outside the office administration building, a role is completed of who is on the bus or afterschool care for vans that afternoon. Bus children are then taken to the bus via the blocked of staff carpark, this is to ensure the children are not walking where cars are pulling up on the road. After school care vans park in front of the school where they children are directly lead to by the driver.

Bus Route is at the end of this booklet.

Cell phones “away for the day”

As per 2024 new legislation cell phones are to be put away during the school day. We understand that for some health and safety reasons parents may wish their child to have a cell phone for use outside of school hours. If this is the case, all parents must discuss this with the classroom teacher initially. If it is agreed that a cell phone is required, the procedures are:

- Students sign their cell phones in at the office and place them in the box.
- At the end of the school day the students collect their phone from the box and sign it out.
- If a student does not put their phone in the office, and uses it during school time, parents will be informed to come to school and collect it.
- Tisbury school is not a bring your own device, which includes smart watches, to school, school provides devices as required.
- If a student continually does not follow the rules, parents will be called in and the school behaviour management steps can be implemented.

Code of Conduct for Parents/Whānau/Caregivers/Visitors:

This code is attached to the end of this booklet.

Concerns/Complaints:

As a school, we take concerns and complaints seriously, no matter how small or big. Our philosophy is to deal with them when they are small. Please contact the school as soon as you have a concern – first approach is always the classroom teacher, then the Principal. However, if you have a formal complaint a copy of the complaints procedure is found at the end of this information booklet and on the school docs tab on the webpage. **No concerns will be entered into via email, text or social media.** If it is a concern the most important thing to do is talk to the teacher first.

Collecting Children From School:

Please phone and leave a message on the school’s answer phone – **before 2:15pm** (afternoon phone messages are **checked at 2:30pm**). You can also text the school or email the classroom teacher or office before 12:30 if your child or children are not to go home on the school bus or there are alternative arrangements for pickup. **If we do not receive a written or phone message your child will be sent home on the bus or go with the afterschool care if they have them on their list.**

When collecting children from school during school hours **it is important** that they are **signed out** at the office. This is part of the school’s Health and Safety Procedures.

Compulsory Attendance at School for under 6 year olds:

As from 3 July 2017 under the Education and Training Act changes have been made so that children under the age of six are now required to regularly attend school once they are enrolled. Parents/Whānau need to consider if their child is ready for regular attendance at school. Please refer to the Education and Training Act Update fact sheet on the MoE web page for further information and discuss with the New Entrant Teacher and/or Principal to assist in coming to the right decision for your family.

Dental / Health Care:

Please contact Fernworth *Dental Clinic* for help or assistance – Phone: **2169706**.

The *Public Health Nurse* visits on a regular basis. Please ask the school for contact details.

Administering Medicines – if parents require medicines (apart from asthma controls) to be administered at school then written instructions and consent for the school to do so must be supplied. Please come to the office for the appropriate form which is to be filled in and left with the school's Office Administrator. A record is kept of who, time and what medicine has been administered. The school is not able to administer medicines without written instructions/consent. All medicines are to be handed to the School's Office for safe keeping – children are *not permitted* to self-administer.

For Asthma and other medical conditions that require staff to take specific action, please see the office for a Medical/Asthma Action Plan Form.

Duffy School:

Tisbury School is a Duffy School. Students receive one free book per term. During the year the students have Duffy Assemblies where role models share why reading is important for life. Thank you to the family who donates funds to ensure Tisbury School remains a Duffy School.

Emergency Closures:

If for any reason the school is to be closed during school time, all parents or emergency contacts will be contacted through either: HERO app message, texting or direct phone calls to families. All children will be kept at school and parents will be asked to report to the teacher in charge to sign that they have collected their child/ren.

If school is to be closed before school starts in the morning, broadcasts indicating such will be put over the local radio station cancellation announcements and/or a school message via HERO.

Food and Drinks:

Our school promotes healthy eating, and drinking, and therefore children are only permitted to drink water at school. **Please ensure your child has a water bottle for school.** The water bottle should be taken home at the end of each day.

Students can access their water bottle during class and break times but are to remain in their classrooms.

(No fizzy drink or juices, ie: orange juice, as these are contributors to tooth decay.)

Breakfast Club

A big thank you to KickStart Breakfast for enabling Tisbury School to provide weet bix/ milk for breakfast every morning. Breakfast is available to any student, no questions asked, from 8:15 to 8:40 in Room Kingswell.

Lunches:

School has the facility to only heat food up in a pie warmer (daily). All heat ups are to be wrapped in tinfoil or be in put in a suitable container for a pie warmer and named with a vivid. Students are to place their heat up in the classroom basket in their own classroom before

school. Classroom teachers provide supervision for their own class during brain food, morning tea and lunch time. The school does not have any canteen facilities due to changes in the Food Act. However, on a rotation basis there are:

Sausage Sizzle Once or twice a term or on special occasions.	Orders and money in envelope the day before.
Pita-Pit – weekly on a Friday	Orders are made direct to Pita-Pit via online options.
Subway – weekly on a Thursday	Orders are made direct to Subway via online options.

Snacks:

Tisbury school has *brain break food times* – each class determines the right time for this to happen. During this time the school, in line with health department policies **insist** that children eat brain food. Brain food **must be a piece of fruit, vegetable or popcorn.**

Home/School Communication:

Communication is a two-way process and education is a three way process - student, family and teacher. We all need to be on the same page to ensure your child gets the best out of their education. So please – **communicate, communicate, communicate** with staff. Don't hesitate, don't wait, just communicate.

Library Books:

Our school has a wonderful library – library books are encouraged to be taken home and returned weekly. Library books are an intricate part of the “reading to and by” components of the learning to read stage for students. Parents are encouraged to “read to” students every night.

New Entrant Starting at Tisbury School

In 2018 Tisbury School commenced cohort entry, this is where students, who turn 5, can start school at the start of or mid-way through terms 1/2/3 with term 4 only having one start date (the first day of term 4). For full information, please contact the Principal.

New Entrant Literacy/Math Pack and Stationery:

On behalf of the Invercargill Rotary Club, each new entrant starting school will receive a New Entrant Literacy Pack and a school Math Pack. These will be shared during the new entrant's pre-school visits.

New Entrant stationery packs are available from the school's office for those starting school in Terms 2, 3 and 4. If your child starts at the commencement of the new school year, stationery is available on line, just phone the office between 9:00 am and 12:30 and Mary will help you out.

Reporting to Parents Whānau:

It is well researched that the more parents/whānau are involved with their child's learning the better the outcomes. Therefore, as a school we want to ensure there are ongoing set times for this to happen. 3Way Goal Setting Conferences will be held in term 2. During these sessions parents/whānau, student and teacher will set goals for learning and social skills. A end of year summary of progress report will be made available at the end of term four. Along with these formal times, students will be uploading self-solo's/indicators on their progress via HERO.

The solo's/indicators provide ongoing up to date information around how your child is progressing to meet their goals.

The most important thing, as parents/whānau, is to keep in regular contact over the year with the classroom teacher. Don't wait until a 3Way time, talk to the teacher and keep informed. A quick word after school is sometimes all that is required.

HERO – a real time communication format for students to share their work and learning with parents/whānau. For access please see your child's classroom teacher.

Sports and Cultural Activities:

Our school encourages and supports children who participate in out-of-school sports and cultural activities. This is instead of providing "homework".

During the school year Tisbury School participates in the combined Southern Zone School Sports competitions for those that qualify to attend or whose parents/whānau wish them to attend:

Term 1:	Athletics
Term 2:	Cross Country
Term 3:	Moffett Cup
Term 4:	Soccer Tournament

The general organisation for these combined school sports events are posted on Skool Loop App, however, in general:

Athletics: Senior School practice athletics to find qualifiers for age group (ages as at 31/12/23) events. Those who qualify attend Zone Athletics. The rest remain at school on Zone meeting day. Parents/whānau to transport to and from Surrey Park Athletics Grounds (by the Stadium).

Cross Country: Those students who are keen to participate are provided practice sessions, then the school run trials to establish qualifiers in age groups (ages as at 31/12/24). Senior students who qualify attend Zone Cross Country. If parents/whānau wish their child to attend they need to contact their child's teacher. The rest remain a school. Parents to transport to and from venue.

Moffett Cup: Students are asked to participate in the teams. Parents to transport to and from venue.

Soccer Tournament: Students asked to participate in the teams. Parents to transport to and from venue. Venue is Soccer Southland Grounds off Tay Street.

The aim in having parents transport students, is to encourage parents to participate and support their child in these events.

Sporting Opportunities Outside School:

We have gone back to sending notices home with children who express interest in playing a sport. For any child to join a team the paper note must be returned to school with a parent signature and for parents to be involved as either a coach or manager – if there is no coach or manager teams will not be entered into competitions.

Out of School sports are totally on a user pays basis. This means that any fees incurred need to be paid before the student can play. If you have difficulty with paying, arrangements can be made through the office or contact the Principal direct.

Cultural: Our Kapa Haka groups run throughout the year under the leadership of Mrs Jessica Miller. Please contact Jessica if you are able to support this group.

Education Outside the Classroom/Volunteering to help at school:

During Term 4 the Year 6's attend a 3 day/2 night camp. Information around this is shared during term 2 at the 3Way goal setting meetings. All other EOTC activities are integrated within the exploration learning as appropriate. Parents/whānau are extremely important with undertaking EOTC activities, as without your help these events will not take place. All events are advertised in the school's bulletin or on Skool-loop.

In addition to this, all parents who are wanting to go on school camp must also have a police vet.

School Uniforms:

PARENTS AND STUDENTS SAY:

- They are cost effective – reduces the number of clothes needed in a year, plus they can be handed down to siblings.
- Great to see the students have pride in wearing their uniform – students are easily identified on outings.
- Give equality and a greater sense of belonging.
- Ensures clothing is appropriate for school activities.
- Provides better sun protection.
- You know what you have to put on in the morning.
- Love the skorts and you can wear tights in the winter.



UNIFORM EXPECTATIONS:

- ✓ Wearing a school uniform is a condition of attending Tisbury School.
- ✓ The uniform is made up of approved items selected by the Board of Trustees.
- ✓ The uniform is to be worn at all times, even when involved in out-of-school activities.
- ✓ It is the parents' responsibility to keep the uniform in good repair and in a clean and tidy condition.
- ✓ Any non-uniform items will be removed and placed in the student's school-bag for the day unless the parent has advised the classroom teacher of the reason.
- ✓ It is essential that ALL UNIFORM ITEMS ARE NAMED.
- ✓ Footwear : black school shoes or gym-shoes (laces or valgro), flat sandals (summer) that can be securely fastened are permitted – gumboots in winter so long as students have slippers.
- ✓ School Sunhats are only to be worn at school (no caps). Generally, this is from the beginning of Term 4 to the end of Term 1. Tisbury School is a sun smart school.
- ✓ Vests and polyprop tops can be worn under the uniform but should ideally not be visible, however, where visible they must be navy, white or black.

- ✓ Teachers will, supported by the Board, enforce the wearing of uniforms.
- ✓ In addition – the school has a sport uniform of a sport top and black or dark blue shorts.
- ✓ Safety Vests are also required to be worn to and from school plus on any school trip (no vest no trip). If the vest is lost or destroyed then there will be a replacement charge.
- ✓ Vests are handed out at the beginning of each year – or when a student starts at school – they are named.

IN ADDITION:

1. The Board appreciate that occasional one-off situations will occur when a student cannot wear the uniform – we ask that parents inform the child’s classroom teacher of the reason – (using Skool Loop App select text or email).
2. If a student does not wear their school uniform two days in a row, without any notification, the classroom teacher will make contact.
3. Examples of the Tisbury School Uniform are available for viewing at the school office or on the Uniformnz web page.
4. The Board acknowledge that in extreme circumstances there could be some financial difficulty in purchasing the uniform. We ask that you discuss this with the Principal.

UNIFORM PURCHASES:

The uniform is available through UNIFORMNZ – Address: 142 Otepunui Avenue, Invercargill (near the Racecourse Road end).

Visit the website for on line purchase: <http://tisbury.uniformnz.com> (there are limited second hand items available through the office). UniformNZ also deal with WINZ subsidies.

When your child leaves Tisbury School and the uniform is still in good condition please consider handing it to the office so we can add it to the second hand uniform collection. Uniform Swap Shop is run by the PTA. Hours for opening will be advised in the school’s bulletin.

It is expected that uniforms are **kept clean and of a reasonable standard**. If your child’s top is getting near the end, go to our Uniform Swap Shop and you might find something more suitable.

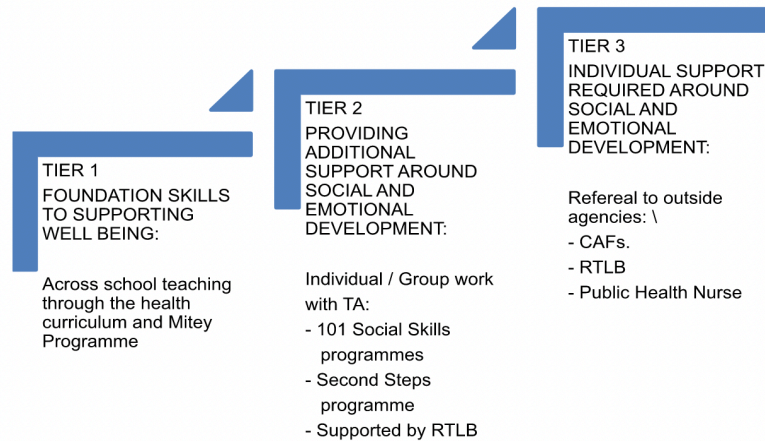
Supporting Student Learning at Home:

Tisbury School believes that having children involved in sports, clubs, and outings with parents/whānau, creating crafts or baking at home is of more relevance. Any of these will support children’s learning through the conversations and the social skills they will develop. Nevertheless:

- reading every night (through parents reading to children, children sharing a story to a parent, children reading by themselves) provides the practice required to become a successful reader.
- encourage math practice through using an appropriate app or webpage and basic fact practice which is sent home weekly. Ask your child’s teacher for other ideas. Or talk about math in everyday experiences, ie baking, drawing, reading numbers on letter boxes, looking and adding prices as you walk around the supermarket.

Student Well Being (through the mental health lens)

At the request of Tisbury School's community in 2019, the school has been developing ways of supporting students with their mental well-being through the follow tier system.



Tier 2 and 3 also include student access to our Chatbus Counselling Service

Tisbury School's Parent Teacher Fundraising Association:

The PTFA meet once a term and provides fundraising events for the “extra” things that school's students require. For example: sports equipment, games for the classroom. For information on how to become involved with the group, please contact the school's office.

Tisbury School's Information Communication:

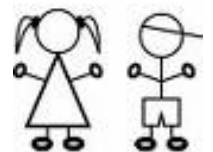
Tisbury School's uses HERO Community Communication to advise whānau of community events – if you have anything you would like advertised via this platform, please contact the office.

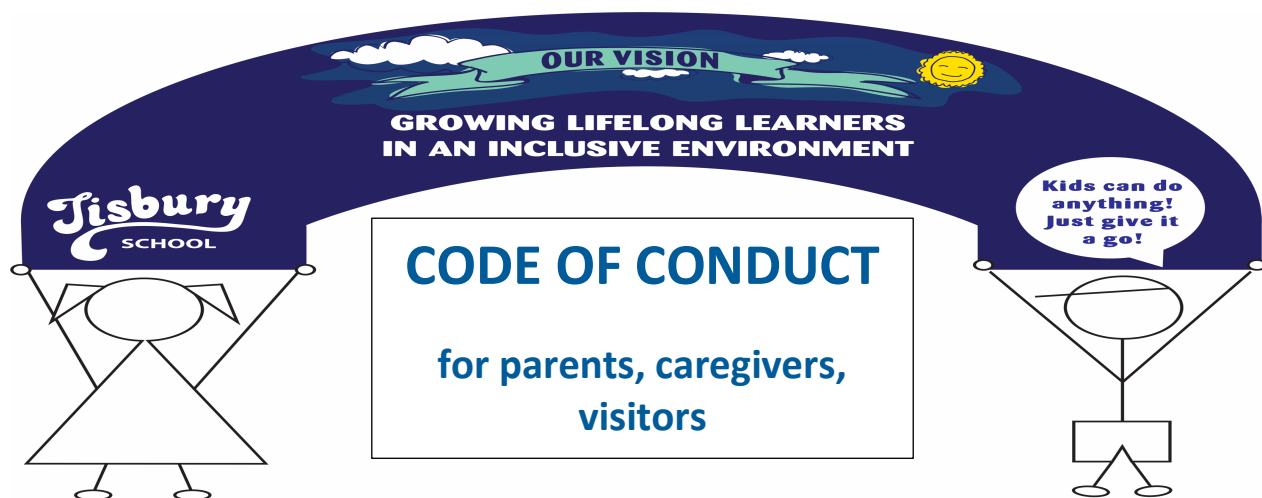
Bulletin: Three times (weeks: 3, 6 9) a term the Board/School will publish a Bulletin with specific updates of happenings from the Board and School.

Events Calendar: On your HERO app there is a school events calendar, please keep an eye on this for school events coming up. Staff aim to ensure that any event is notified at least two weeks before it occurs. This to help families plan if they would like to participate / attend.

Vandalism:

In the event of a student, or member of the public, deliberately breaking or destroying school property, or another person's property (ie another student or teachers) the student or person who committed the act will be responsible for the item to be fixed or replaced. If any item was broken through an accident or through wear and tear, then there will be no comeback to the person who broke it.





Tisbury School is committed to providing a safe and healthy environment for students, staff, and visitors.

This Code of Conduct serves as a reminder to all parents, caregivers, and school visitors that their conduct must support everyone's emotional and physical well-being, and not harm it in any way.

The Code of Conduct applies:

- to all conduct, speech, and action, and includes emails, texts, phone calls, social media, or other communication while on school grounds or at another venue where students and/or staff are assembled for school purposes (such as a camp or sports match).

Standards of conduct

Tisbury School expects parents, caregivers, and visitors to:

- treat everyone with respect.
- work together in partnership with staff for the benefit of students.
- respect and adhere to our school values.
- set a good example for students at all times.
- follow school procedures to handle any complaints.
- adhere to school policies and procedures (such as those listed below), and any legal requirements.

Examples of unsuitable conduct include:

- threats, bullying, harassment.
- profanity/offensive language.
- insulting, abusing, or intimidating behaviour.
- discrimination (e.g. based on ethnicity, religion).
- physical aggression.

- deception/fraud.
- damaging school property.
- smoking or possessing or using alcohol/drugs/other harmful substances on school premises or at another venue where students and/or staff are assembled for school purposes (except possession or use of alcohol strictly in accordance with the School's policy).
- placing unreasonable and excessive expectations on staff time or resources
- pursuing a complaint or campaign, or making defamatory, offensive, or derogatory comments, regarding the school, its board, or any staff or students on social media or other public forums.
- wearing gang insignia on the school grounds. (This is not allowed under the Prohibition of Gang Insignia legislation, and anyone wearing it will be asked to leave).

Dealing with breaches of the Code of Conduct

How Tisbury School deals with breaches of our Code of Conduct depends on the nature of the incident and its seriousness, and the process any witness or victim of the behaviour feels most comfortable with. Examples include:

- documenting each instance of behaviour, including the date, time, place, who was present, what was said (verbatim if possible), how any witness or victim felt and/or responded.
- holding a meeting with the relevant person, the principal, and/or board chair (or their delegate) or appropriate staff member to discuss the problem and possible resolution.
- issuing a warning letter that outlines the problem and required resolution, and reminds them of the possible outcomes of repeated conduct.
- arranging a meeting, which may include restorative practices, as an alternative or in addition to the processes above.

Outcomes of breaching the Code of Conduct

If a parent, caregiver, or visitor acts or speaks in a way that contravenes the Code of Conduct, possible outcomes may include:

- The school, through the board, may ask a person to leave the school premises by revoking their permission to be on the school grounds, then asking them to leave under section 3 of the Trespass Act 1980.
- Unacceptable behaviour of a criminal nature may result in the police being informed. For example, under section 139C of the Education Act 1989, it is a criminal offence to assault, abuse, or intimidate a staff member within the presence or hearing of any student while on school premises or in any other place where students are assembled for school purposes. Other instances of criminal offending may occur where drugs are involved, an assault has occurred, or a person persists after being trespassed off school grounds.
- In the case of behaviour amounting to harassment, a restraining order may be sought.
- In some instances, it may be appropriate to refer behaviour to a third party for resolution. For example, a Facebook comment that contravenes this policy may result in a report to Facebook. If unacceptable behaviour occurs at a sports

event or sports venue, then it may be appropriate to involve the governing body of that sport, event, or venue.

Further information

Supporting policies and procedures

These policies and procedures are available on our SchoolDocs site.

Employer Responsibility Policy

Concerns and Complaints

Health, Safety, and Welfare Policy

Alcohol/Drugs and Other Harmful Substances ○ Harassment

Smoke Free Schools

Visitors

Legislation and Administration Policy ○ Communication

Privacy

Relevant legislation

Education and Training Act 2020

Trespass Act 1980, section 3

Tisbury Board of Trustees:

- ❖ Please go the www.tisbury.school - under the BOT button you will see who your BOT representatives are.

The Board of Trustees meetings are held twice a term - dates and time are advertised in the school's bulletin.

All parents are welcome to attend.
Although it is a public meeting, there are no speaking rights from the floor.



Staff:

- | | | |
|------------------------|-----------------------|----------------|
| ❖ Principal | Mrs Andrea Joyce | |
| ❖ Deputy Principal | Mrs Jacqui Ferris | Room Kingswell |
| ❖ Teachers: | Mr Justin Crosswell | Room Waituna |
| | Mr Daniel Kelliher | Room Oreti |
| | Miss Ashley Shirley | Room Awarua |
| | Mrs Jessica Miller | Room Mataura |
| ❖ Part Time Teachers: | Miss Anita Cunningham | DP/CRT Release |
| ❖ Reading Recovery | Mrs Janine Wills | |
| ❖ Teacher Aides | Mrs Joy McNamara | |
| | Mrs Jayne Cloake | |
| | Mrs Mel Pitcher | |
| ❖ Office Administrator | Mrs Mary Forsythe | |
| ❖ Cleaner | Mrs Glenys Hawkes | |
| ❖ Caretaker | Mr Peter Hughes | |

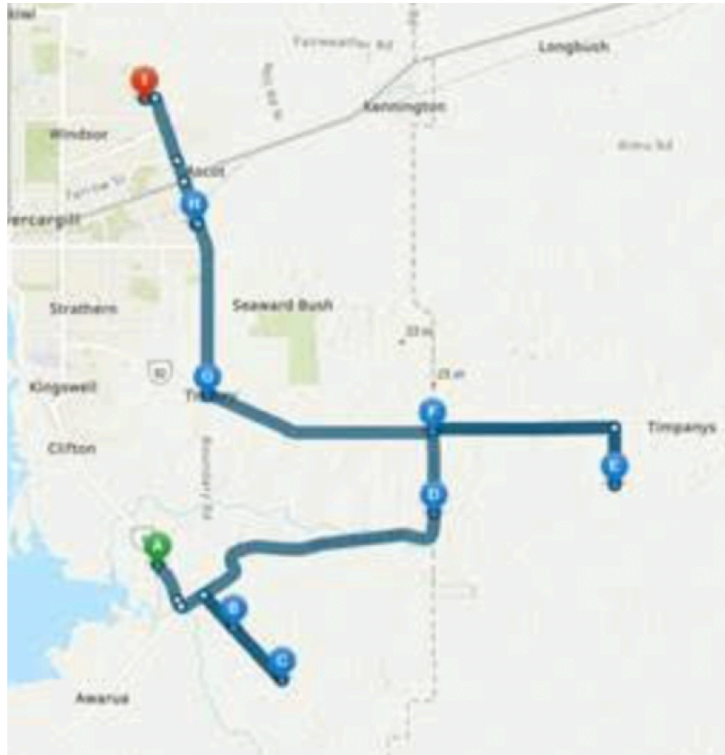
Bus Routes and Maps – provider is Go Bus.

TSP advises

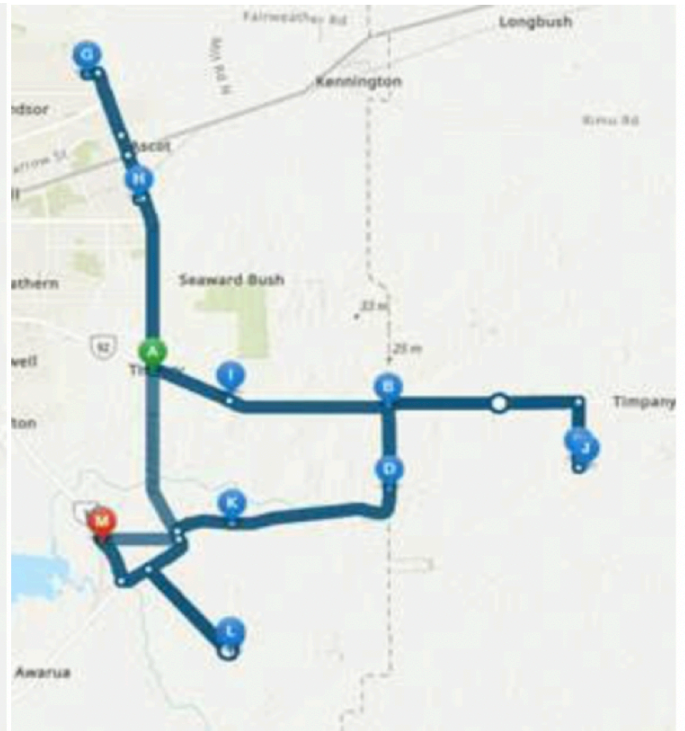
AM: Starts at cnr of Blyth St/Bluff Rd (SH1), head south along SH1 to Motu Rimu Rd, turn left into Motu Rimu Rd to Tiwai Rd, turn right into Tiwai Rd to Awarua School Rd, turns at this junction and returns via Tiwai to Motu Rimu Rds , turn right into Motu Rimu Rd, remains on Motu Rimu Rd, turn right into Welsh Rd, left into Long Bush Sth Rd, travel north to Gorge Rd Invercargill Highway (Southern Scenic Route) into Invercargill, to Tisbury School (offload prim) continue onto Rockdale Rd, left into Onslow to Verdon College transfer hub for transfers - continues to JHSC

PM: Starts at Tisbury School (does the reverse twice - once for primary and then travels to transfer hub picks up all secondary and then heads out to do this again for secondary only)

AM Route:

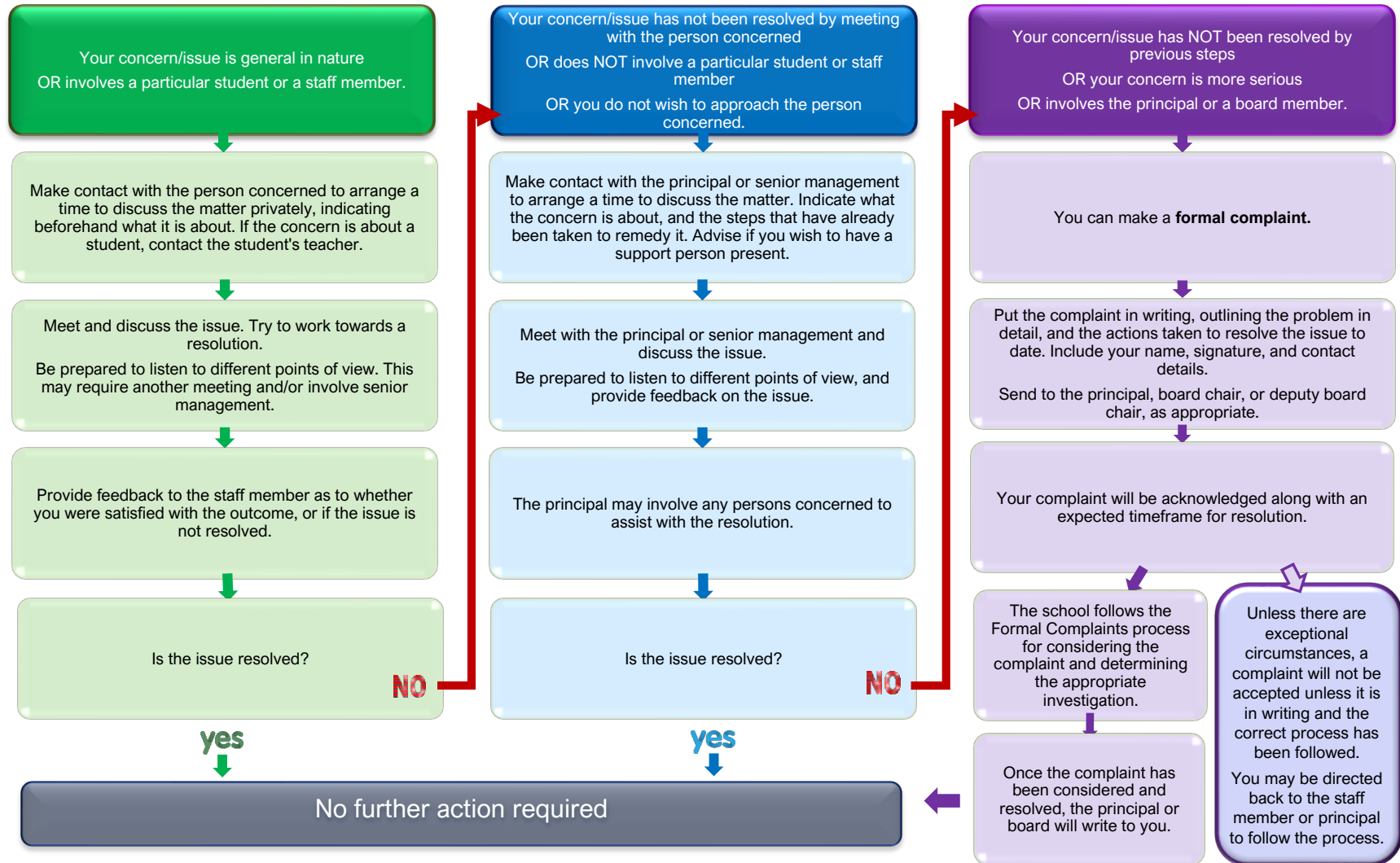


PM Routes:



Concerns and Complaints Process

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



This flowchart aligns with the school's Concerns and Complaints policy and procedures.