



Welcome to Duvauchelle School

where tamariki grow to be **A.W.E.S.O.M.E.**

A.W.E.S.O.M.E. stands for:

Authentic
Welcoming
Excelling
Smiling
Outdoors
Motivated
Engaging

About Our School:

Duvauchelle Primary School is a small, rural, decile 6 contributing State Primary School catering for students from Year 0-Year 6.

Duvauchelle Primary School is now the central school for Wainui, French Farm, Barrys Bay, Pigeon Bay, Little Akaloa and Robinsons Bay catchments. The Board, staff and community take great pride in Duvauchelle Primary School and are extremely passionate and excited about its future.

Our school was established in 1860. It was initially part of a Church School built in the Bay in the 1850s. The old school bell is preserved and still used daily. The original classroom still stands on site and is used as the School Library. Additions over the years include: another classroom, an old dental clinic that became the library for a while, and is now a wonderful space for teaching and learning, an administration block, a library that was converted to a classroom in 2016, a school pool, and lastly a tennis court.

There are networked laptops, i-pads & desktops in the classrooms. Every senior student is supplied with a laptop, and juniors have i-pads to use as tools in their daily learning. The school's pool has recently been upgraded and we are looking forward to many more years of swimming lessons and long hot summers. Our current student roll of 26 is culturally diverse with New Zealand European children forming the majority. We are fortunate enough to have students of Maori, French, British, Kenyan, Tongan, Samoan, Swiss, Czech, Thai and Japanese descent. We value our bi-cultural heritage, and the cultures of ourselves and others.

Our students come from a large geographical area across the Peninsula.

Our community wants the best of both worlds. Living here on the Peninsula is a lifestyle choice and one that connects every one of us to the land, sea and other permanent residents. Living here does not mean that anyone should have to compromise on the educational opportunities for their children. We aim to provide a high quality, localised curriculum which makes the most of our amazing surroundings, local resources and talents. This curriculum and the way our school days are structured means that our tamariki find many many opportunities to grow, be passionate about their learning and keep on their journey to awesomeness. We are an Enviro-School and are working towards our Silver Award, through ecologically sustainable practices, beach clean-ups, recycling, our school garden and so much more.

We have an open, positive and supportive learning partnership between students, parents, staff and our wider community.

We have a long tradition of being a focal point in the local community and enjoy an increasing level of community involvement and support.

Contact & Important Information:

Duvauchelle Primary School

Location: 11 Duvauchelle School Lane, Duvauchelle

Postal Address: PO Box 8, Duvauchelle, 7545

Courier Address: Duvauchelle School Lane, RD1, Akaroa 7581

Phone: 03-3045722

General Email: office@duvauchelle.school.nz

Principal: Deb Richardson

Principal Email: principal@duvauchelle.school.nz

Website: <https://duvauchelle.school.nz/>

Our website includes School Term Dates & Public Holidays, recent and past Newsletters, Photo Gallery and links to our Facebook page etc.

Facebook: <https://www.facebook.com/Duvauchelle-School-110709477872032>

School App: Skool Loop - Duvauchelle Primary School

The App is a great communication tool for keeping connected with our school, it is a “a one stop shop” that provides parents and the school with information on school events through the Notices, Newsletter and Calendar, Absentee and Contacts functions, and more.

School Policies and Procedures: School Docs

User Name: duvauchelle **Community Password:** BAY3332

Our People:

Tui - Year 1 to 2

Teacher: Deb Richardson

Kereru - Year 3 to 6

Teacher: Liz Macfarlane

Teachers (Part-Time): Denis Brittenden (French and Music)

Principal Support Officer: Julie Dwyer

Teacher Aide: Viv Logie

If you want to see more information on Our People please see their bio's on our school website: <https://www.duvauchelle.school.nz>

Enrolment:

How to enrol at Duvauchelle School

Please feel free to come and visit us if you are interested in your child attending our wonderful small rural school that can and does!

Online enrolment:

<https://enrolments.linc-ed.com/apply/NZ/3332>

Other documents that may be required:

New Entrants (or not NZ born) also need to complete an NZPF Pupil Enrolment form and provide a copy of their Birth Certificate & Immunisation Records

Other Forms to be completed:

Duvauchelle School Permissions

Permission for Out of School Excursions

Duvauchelle School Cyber Safety Use Agreement

Duvauchelle School Student Information Consent Form

School Bus Forms (if required):

Bus Transport Code of Conduct (as required)

School Transport - Conveyance Allowance online application:

<https://applications.education.govt.nz/school-transport-hub-pokapu-waka-kura>

Duvauchelle School Enrolment Scheme

Duvauchelle School is subject to a Ministry of Education implemented Enrolment Scheme. This has been put in place to prevent overcrowding, or the potential for overcrowding, at our school.

DUVAUCHELLE SCHOOL (#3332)

Enrolment Scheme Description

Effective from 29 April 2019 (Reviewed May 2023)

Home Zone

All students who live within the home zone described below* (and/or shown on the attached map) shall be entitled to enrol at the school.

Addresses on both sides of boundary roads are considered in-zone unless stated otherwise.

From the eastern boundary of 6586 Christchurch Akaroa Road (SH75),

- South to the coast line of the Akaroa Harbour.
- West along the coast line (including Robinsons Bay, Duvauchelle Bay, Barrys Bay, French Farm Bay, Petit Carenage Bay, Tikao Bay, Anchorage Bay, Ohinepaka Bay, Lucas Bay, Whakamoa Bay, Island Bay) to the eastern side of Long Bay to the head of the bay
- From the head of Long Bay north to the southern end of Reids Hill Road,
- North along Reids Hill Road to Bossu Road,
- North on Bossu Road to the intersection with Jubilee Road.
- From the Bossu Road / Jubilee Road intersection, north to the southern end of French Peak Road.
- North along French Peak Road to the Summit Road intersection.
- From this intersection north east to the south west end of Shadbolts Road, then
- North west to the south west end of Holmes Bay Valley Road.
 - North along Holmes Bay Valley Road to Port Levy - Pigeon Bay Road (including Frasers Road).
- North west on Port Levy - Pigeon Bay Road to Little Pigeon Bay Road (including addresses on Port Levy - Pigeon Bay Road within 5 kilometres of the Port Levy - Pigeon Bay Road / Little Pigeon Bay Road intersection)
- North along Little Pigeon Bay Road to Double Bay Road,
- Along Double Bay Road to the end of the road then north to Blind Bay,
- East along the Coast (including Blind Bay, Big Bay and Little Pigeon Bay, Pigeon Bay, Whitehead Bay, Scrubby Bay, Manuka Bay, Menzies Bay, Decanter Bay, Little Akaloa Bay and the western side of Raupo Bay) to the head of Raupo Bay at Michaels Road.
- Inland along Michaels Road to Chorlton Road intersection.
- East along Chorlton Road to the intersection of Wells Back Road and along Wells Back Road.
- From the end of Wells Back Road, south west to the southern end of View Hill Road, then
- South west to the Little Akaloa Road / Summit Road intersection, then • East along the Summit Road to the entrance of Otepatotu Scenic Reserve.
- South west from the entrance of Otepatotu Scenic Reserve to the eastern end of

Robinsons Bay Valley Road and along Robinsons Bay Valley Road to the Christchurch Akaroa Road (SH75) including Sawmill Road.

- South along the Christchurch Akaroa Road to address 6586 Christchurch Akaroa Road (SH75).

Proof of residence within the home zone will be required.

Out of Zone Enrolments

Each year the board will determine the number of places which are likely to be available in the following year for the enrolment of students who live outside the home zone. The board will publish this information by notice in a daily or community newspaper circulating in the area served by the school. The notice will indicate how applications are to be made and will specify a date by which all applications must be received.

Applications for enrolment will be processed in the following order of priority:

- First Priority: This priority category is not applicable at this school because the school does not run a special programme approved by the Secretary.
- Second Priority must be given to any applicant who is the sibling of a current student of the school.
- Third Priority must be given to any student who is the sibling of a former student of the school.
- Fourth Priority must be given to any applicant who is a child of a former student of the school.
- Fifth Priority must be given to any applicant who is either a child of an employee of the board of the school or a child of a member of the board of the school.
- Sixth Priority must be given to all other applicants.

If there are more applicants in the second, third, fourth, fifth or sixth priority groups than there are places available, selection within the priority group will be by a ballot conducted in accordance with instructions issued by the Secretary under Section 11G(1) of the Education Act 1989. Parents will be informed of the date of any ballot by notice in a daily or community newspaper circulating in the area served by the school.

Applicants seeking second or third priority status may be required to give proof of a sibling relationship.

Preparing for School:

The following is a list of skills new entrants may have learnt (or are learning) as they enter school:-

- Put away play things when not using them.
- Sit and listen to a story.
- Recognise letters of the alphabet.
- Know their basic colours.
- Learn to count to 10.
- Hold a pencil comfortably.
- Look after their belongings.
- Recognise their name.
- Dress themselves without help.
- Know how to use a tissue.
- Hold and know how to use scissors.
- Learning to tie their own shoe laces.
- Beginning to learn full name, address and telephone number.
- Use the toilet and know how to flush and wash and dry their hands.

Starting School:

New Entrants are offered four school visits, as ½ days, prior to starting school. They should have a lunch packed so they can enjoy lunch break with the rest of the children.

Children need to be at school about 15 minutes before school begins to unpack their bags, organise themselves and to have time to play and talk with their friends before school begins. If they arrive late they will not have the time, essential at the beginning of the day, to organise themselves.

The school day/week can be long for many children. Parents are welcome to talk with the school concerning the options of a four day week etc. initially. When your child begins school, please bring him/her into the class-room to the teacher who will ensure they know where to hang their bag and locate the toilets. Before the bell rings at 9.00am please say goodbye and leave as staying may only prolong your separation and can create uncertainty.

Travel to School & School Bus:

Our students, whose families choose to do so, can utilise the Akaroa Area School bus, getting delivered to the Duvauchelle Store in the mornings and collected from there in the afternoons. Please see the Office for more information.

Some families may be able to claim some reimbursement from the Ministry of Education towards travel.

For those traveling by private car we now share our car park with the local preschool. Be aware that the car park will be busy at peak times (around 8:30 - 9:15 am and 2:50 - 3:30 pm) . Take care to drive slowly and watch out for small people. Children waiting for cars must wait inside the school grounds. It is important parents notify the school if other arrangements to pick up your child/children have been made.

We would encourage parents to adhere to the Police recommendation that only children who are age 10 years and over be allowed to ride their bicycles to school on their own. If you are lucky enough to live close enough to walk to and from school please discuss safety rules with your children.

School Hours:

8.30am School grounds open

Duvauchelle School Time Table 2026

	Monday	Tuesday	Wednesday	Thursday	Friday
9am	Assembly Oral language Daily Fitness and Fruit Break				
9.30 - 10.30am	Numeracy: Mathematics				
10.30am	INTERVAL				
11.00am	Literacy: Reading, Writing, Spelling and Handwriting				
12.30pm	LUNCH BREAK				
1.15-1.30pm	Class Story	Class Story	Music T1 Drama T2 Dance T3 Phys Ed T4 Athletics	Library French	Tākaro Orā Mens Shed Arts & Crafts Explorers
1.30-3pm (2pm Snack Break)	Social Science, Science and Technology	Social Science, Science and Technology			

3.00pm Parents collect students

3.15pm School grounds close

Newsletters:

The Week Ahead is our weekly newsletter sent out by our Principal on a Sunday evening via email and the School App. This includes an overview of the previous week and the week ahead, photos, key dates and community notices.

Our Community:

Banks Peninsula Early Learning:

We are thrilled to have the Banks Peninsula Early Learning on our school site. We enjoy a very positive liaison with the staff, families and students of the BPELC.

Board of Trustees:

Our Board of Trustees, on behalf of the parents, governs the school and sets policies. The Board is made up of four parent trustees elected by parents, a staff trustee elected by school employees and the principal. The Board of Trustees meet twice a term. All Board of Trustee meetings are public meetings. Members of the public are welcome to attend but do not have speaking rights.

2026 - Members of the Board

Simon Wadey – Presiding Member

Deb Richardson - Principal

Gemma Coleman - Parent Representative

Hannah Armstrong - Parent Representative

Wiremu Bragger - Parent Representative

Friends of Duvauchelle School:

A group for Parents and the Community to support and fundraise for our school. Please request to join the Facebook page to keep updated on school events and keep in touch with other Duvauchelle School families.

Facebook: Friends of DPS

Other Peninsula Schools:

The School participates in several sporting and cultural fixtures during the year with other Peninsula Schools, called our Cluster Schools - The Banks Peninsula Cluster. These are great days and the emphasis is on participation and enjoyment. A lot of parents attend these worthwhile events and usually provide transport. We also host some of these events.

Our Strategic Plan:



Strategic Aim One

Duvauchelle School provides an a.w.e.s.o.m.e. learning environment

Success:

Duvauchelle School is a child friendly and focused place that is calm, respectful, welcoming, safe (physically and emotionally) and a place where students and staff love to be.



Strategic Aim Two

Student progress and achievement is increased across the school at all levels.

Success:

All students at Duvauchelle School, no matter what abilities they arrive at the school with, make progress in their academic learning. Students understand what they are learning, why they are learning it and can articulate the process, their progress and where they are heading with their learning.



Strategic Aim Three

There are strong connections between Duvauchelle School and the wider community.

Success:

Duvauchelle School is an integral part of the Banks Peninsula community. Our values are shared and supported, with positive, mutually beneficial, and sustainable relationships between all of us.



Parent Information:

Absences:

Please notify the school if your child is not going to be at school and the reason for their absence. It is important that the school is made aware of the reasons for a child's absence – via the School App (Skool Loop), phone, e-mail, note or text. If contact has not been made by 9:15 am either the Principal or the Office Administrator will contact the family. We will always communicate with parents if any student is away without explanation, in order to check truancy. Any unexplained, prolonged or frequent absences may be construed as truancy and will be reported to the Truancy Officer for the Ministry of Education. We understand that sometimes it is necessary for parents to take children away from school during school hours.

Assembly:

We have a whole school student Assembly each Monday morning and Whole School Assemblies are held each term. These are informal sharing times. Friends and families are most welcome to attend – our students enjoy having an audience.

Concerns and Complaints:

If you have any concerns please come and see us first. The School has a "Raising Concerns" Policy formulated and approved by the Board of Trustees. If a situation arises it is in everyone's best interest to resolve it quickly.

Duvauchelle School Policies and Procedures are available on SchoolDocs:

<https://duvauchelle.schooldocs.co.nz/>

User Name: duvauchelle **Community Password:** BAY3332

Cybersafety Use Agreement & Information Consent:

These are sent home each year for your signature. This covers the use of the Internet and the production of and presentation of photographic material.

Dental Nurse:

The Dental Nurse checks all children on our roll on a yearly basis. The Dental Nurse is based at Akaroa Area School, next to the Library.

Emergency Closing:

In the event of earthquakes, storms etc. when the School must close, all parents are advised via the Skool Loop App as early as possible. Your child/children will be kept safe, calm and busy until you are able to pick them up which should be as soon as practicable.

Enviro-Schools:

Our Enviro Programme aims to empower and enable individuals, families and our local community to work together to create a healthy, peaceful, sustainable community. Building strong connections and trusting relationships is at the heart of this, as is fostering a culture of creativity and sharing.

We aim to:

- Encourage positive change and action.
- Enable the development of skills, knowledge, confidence and experience to contribute to our community.
- Encourage awareness and understanding of the ecosystem of which we are a part.
- Promote respect for the diversity of people and culture in our local community, nation and world.

First Aid:

Parents will be contacted should a child suffer an accident at School which requires attention from a Doctor. Please advise the Principal if your child needs to take any form of medicine during school hours or if he/she has any allergies and the treatment required. You will need to sign a form giving permission to administer the required medication. The School has Staff with current first-aid certificates.

Fundraising:

Parents and the Community are encouraged to support fundraising efforts during the year. Money raised by fundraising events enables our school to purchase equipment and items that our operation grant from the Government cannot meet.

Health Nurse and Health Advice:

The Health Nurse visits regularly to help with health concerns and assessments, she arranges for all five year olds health, hearing and sight checks. The following are a guide for periods of exclusion from School:

- Chicken Pox – for one week from when spots appear
- Scabies – nil if under treatment
- Head-lice – nil if under treatment
- School Sores – nil if under treatment
- Gastroenteritis (vomiting/diarrhoea) – until symptoms pass

Doctor's advice should be sought in all these matters.

Head Lice:

Parents should regularly check their children's heads for head-lice (look behind the ears for tiny white eggs attached to hairs close to the scalp). If you find any, carry out the treatment and please tell us at School so we can warn others to be on the alert. If you need advice, ring School to get the number for the public health nurse.

Healthy Lunches:

We encourage providing a healthy lunch that includes fruit and water. Every morning our children have a "fruit break" after fitness and a snack break during the afternoon session.

Hot Lunches and Supporting Local Business:

The Duvauchelle Hotel provides hot lunches for the children on a Wednesday. Talk with Nicky, place and pay for your order and that is lunch taken care of for a day. Duvauchelle General Store provides hot lunches for the children on a Friday. Talk to Trina, place and pay for your order and that is lunch taken care of for a day.

Information, Communication, Technology - ICT:

We are fortunate enough to have one computer/laptop/i-pad per student across the whole school. We update our computers regularly.

Both classrooms have 50" TV screens which make for interactive ICT learning. Students at all levels receive "hands-on" tuition in computer skills as part of our regular class programme.

Language:

All students learn to speak basic Maori and French.

Library:

We are lucky to have a well-stocked and maintained library. The children are all encouraged to read for pleasure. Two books can be “borrowed” for up to 2 weeks. Parents may be charged for damaged or lost books.

Lost Property:

Please name all clothing and encourage children to check the “lost property” basket. We encourage the children to be responsible for their own clothing and belongings.

Music:

All students learn to play either guitar, ukulele or the recorder.

Pastoral Care:

While each child is in the special care of the class teacher, the welfare, progress and care of every child is the concern of all members of staff, both teaching and non-teaching. The ultimate responsibility for pastoral care rests with the Principal. Great care is taken to forge strong links between school and home.

Photocopier/Scanner and Laminator:

These facilities are available for use at a minimal charge on a ‘pay as you use’ basis.

Physical Education:

Physical education is part of our daily School programme. During the swimming season students need swimming togs, a swimming cap, goggles and a towel. A note is necessary to excuse your child from the Physical Education programme.

A Duvauchelle School polo shirt and jacket is provided by the school and kept at the school for inter-school sports occasions.

Playground:

Duvauchelle School has a fabulous playground. It is a challenge by choice playground, with the intent of improving upper body and core strength and helping our tamariki to learn to assess and manage risk.

Police Vetting:

In line with current legislation and legal requirements, the Duvauchelle School Board of Trustees requires any parent/caregiver/adult with any unsupervised access to any of our students to be NZ Police vetted. Renewal is required every three years. The school will fund the cost of Police Vetting applications. Please call in at the office to pick up an application form or to check if you are currently vetted.

Reports:

Annual Report and Analysis of Variance

The Ministry of Education requires all schools to publicly display their Annual Accounts and provide an Analysis of Variance as part of their reports requirements, these are available on our website.

ERO Reports

Please refer to our website or the ERO website.

School Activity Donations:

The Duvauchelle School Board of Trustees has opted into the Ministry of Education School Donation Scheme. The school will now receive funds as part of the operating grant. This means from 2020, we will not be asking for donations or fees for normal everyday school curriculum activities.

We will only be asking for payment contributions for events to do with camps and optional activities.

School Houses:

Your child is allocated house membership upon enrolment. They will always be in the same house as their siblings and remain in that house for their time with us.

Moana – Blue

Rangi – Red

Whenua – Green

School Uniform:

The uniform reflects the School's aims, ethos and aspirations as a place of learning. It is smart and sensible for everyday wear and presents a good image of the students when they are on public display.

The School colours are navy blue shorts/trousers, royal blue polo shirts with checked dresses or culottes for the girls in summer, a black sun hat with a full brim (currently provided by the school and remains at the school) and choice between a

royal blue polar fleece or a merino jumper. These are available from The Warehouse or Mainland Uniforms.

The merino jumpers are available through Tori Uren phone 03-304 8570

Second-hand uniforms are sometimes available from our "Uniform Wardrobe".

Contact the School Office for details.

A sports shirt and jacket are provided by the School for inter-school sporting events.

The school uniform is available from The Warehouse and Mainland Uniform (for the girls culottes & Dresses).

Girls Uniform - Dress or Culottes Boys Uniform - Navy Shorts or Pants



Boys & Girls - Pique Polo & Polar Fleece

Socks and shoes of any colour or style though we do ask that the shoes be properly fitted and suitable for playing and running in.

Stationery:

Essential stationery items are provided by our school at the start of the year to ensure each student starts school ready to learn. Parents are requested to provide pencils, pens, a glue stick, in a pencil case.

Student Information & Updates:

Please let us know any changes to your details so we can update our student records - change of name, change of address, change of home, mobile or work phone number or email.

At the start of each year forms are sent out to update the information we hold for your child/children. Please check the details we hold for your child, sign and return to school so our records are up to date.

Forms include:

Student Profile, Duvauchelle School Permissions, Permission for Out of School Excursions, Cyber Safety/Image Agreement and School Bus Code of Conduct.

Valuables/Toys:

Children and parents are advised not to bring or send valuables or toys to school. The school accepts no responsibility for theft, damage or otherwise, if something happens, so this is done at your own risk.

Tui Room - Routines:

Each day a reading book is sent home for your child to read to you. Please sign the homework book. The homework book can be used for communicating between us. Some children have Early Words or Spelling. Spelling can be practised in the homework books.

Students have access to Reading Eggs and Maths Whizz. Log in details are in the front of the homework books.

Library day is Thursday. Please remember books, so new ones can be issued.

Key Competencies:

Key competencies are the knowledge, skills, attitudes and values needed by all of us, across a variety of life contexts. They help us to live, learn, write and contribute as active members of our communities. They are the key to learning in every part of life.

Curriculum Learning:

Both classrooms will provide a balanced programme covering all areas of the New Zealand Curriculum. Curriculum learning objectives are set each year and are based around school-wide themes.

The New Zealand Curriculum gives schools direction for learning through vision and guiding principles.

Key learning areas – Literacy, Numeracy, the Arts, Health and Physical Education, Sciences, Social Sciences and Technology are taught with the integration of values and key competencies.

Roles and Responsibilities:

We encourage and provide opportunities for our children to take on roles of responsibility. We have a very successful Buddy System between the Senior and Junior Students. We also have Lunch, Library, Sports Equipment monitors and Recycling responsibilities and Enviro-School positions within our orchard and vegetable garden settings. Each of these roles develops communication, participation, contribution and social skill development and continues to develop

our School Culture and Sense of Belonging.

We recognise that everyone is a learner and children learn in a variety of approaches and styles. Our teachers endeavour to deliver motivating and stimulating programmes that assist students to develop, succeed and enjoy their learning.

Supporting Learning at Home:

Read to and with your child/children. Visit the library both at our School and at Akaroa. Discuss interesting items on the television, radio and newspaper.

Wherever possible, involve them in a range of activities, for example:

- Numeracy – measuring, counting, cooking, shopping
- Literacy – reading and following instructions

Encourage your child/children to listen, think, talk and accept increasing independence and responsibility for themselves.

Whilst we feel it is important that children develop the routine of doing homework, it should not be stressful. Please write a note to the particular teacher or make an appointment to see her/him if you feel it is too much, too hard, or too little.

Homework should not be used to the extent that it restricts time available for other out-of-school activities which help to develop the physical and social elements of the whole child, like sport, hobbies, music, ballet or Sea Scouts/ Brownies etc. Please ensure your children have time and a quiet place to start and finish their homework. You can help by making sure they return it to school on time. This encourages independence and develops good work habits and responsibility.

Homework:

Homework at Duvauchelle School will be given in a variety of forms:

- Reading
- Weekly spelling lists to learn
- Sometimes Numeracy tasks
- Mini-projects – finding information
- Extension of work already started in the class-room
- Preparation of work to come
- Consolidation of skills already learned i.e. practice and revision

Our Aims in setting homework are:

- To strengthen the partnership between home and school
- To consolidate skills
- To extend school learning

- To exploit resources for learning at home
- To improve children's' attitude towards learning
- To develop the discipline of studying along (particularly in the Senior Classroom)
- And ultimately to boost the academic achievement of every student.

In the event that specialist advice is sought, we contact the learning support teacher for our cluster who then assesses the child and makes further recommendations and possibly referral to outside agencies to access the best possible support.

Whilst these stages are followed, the principle of support and encouragement by School and parents and the identification of strengths as well as weaknesses is vitally important. In their individual work plans, children are set a small number of achievable goals, building on what they have already achieved, so that they experience success.

Success is the most powerful stimulus of all.

Special Help for Children:

It is initially the responsibility of the class teacher, liaising with parents to identify and register children whose academic, physical, social or emotional development is giving cause for concern. Children's areas of need, which require special attention, will then be identified. At first, action will normally be taken to meet the child's needs within the normal range of differentiated classwork. If more detailed help is required an individual education plan will be drawn up to address problem areas more specifically.

The Home School Partnership:

At Duvauchelle School we have created a welcoming environment and we operate an "open door" policy. Meeting with parents is an integral part of school life and we believe we can discuss issues in an atmosphere of mutual support. It is important to involve parents as soon as possible when concerns arise about their child/children. We endeavour to do this promptly.

Our School uses regular newsletters, e-mails and other communications to keep parents informed about activities in the School and about each child's progress and behaviour.

Parents, teachers or the Principal may request a meeting at any time during the year to discuss a child's programme and progress. We encourage parents to initiate contact with School if they have a concern requiring urgent attention. An

appointment can then be made with relevant staff, as soon as possible, outside class-room time.

A very positive home/school partnership exists between staff, students and parents and we work throughout the year to enhance this by encouraging a shared commitment to the success of each individual child.

After School Activities:

- Hockey and netball coaching terms 2 and 3.
- Rugby coaching.

Education and Related Services:

The following agencies assist our school in general and for individual programmes where necessary:

- National Library Service
- Management adviser and advisers in Curriculum areas
- Education Review Office
- Ministry of Education
- Police – Youth Education Officers
- Fire Service
- Mana Ake
- Oranga Tamariki
- Special Education Service
- Resource Teacher of Learning and Behaviour – RTLB.
- Resource Teacher of Literacy

As Parents/Guardians you should be aware of the following:

- Money brought into School should be in a clearly marked envelope.
- No child will be allowed to leave School during school hours unless they have written permission from home or permission from the Principal/Teacher on duty.
- Children should not bring expensive items of personal property to School.
- Lollies are not encouraged on the premises.
- Jewellery should not be worn to School for various reasons of safety.
- All clothing and property to be marked with the child's name.
- The reason for a child's absence, lateness or early departure should be made known as soon as possible, by the Skool-loop app facility, phone, e-mail or note to our office.

In order to safe-guard your child's property and to maintain standards within the School we ask for your co-operation with these matters at all times.