



Our Vision

Empowering Confident Learners

On behalf of the Board of Trustees and staff, I welcome you all.
We want you to become as much a part of this school as we are.
Our aim is to challenge your children to learn, to support them, and to develop in them
the skills, expectations and attitudes to succeed.
We celebrate their successes with them and with you, their families.

Michael Fletcher
Principal

School Values

100% Effort, Responsibility, Respect & Safety

Manaakitanga: To foster a culture of respect : Awhi

Rangatiraranga: To embed student led learning : Āhua

**Whanaungatanga: To create collaborative relationships
that deepen learning : Aroha**

CHAUCER BOARD OF TRUSTEES

Welcome to Chaucer!



Board meetings are held once a month. The dates of these are advertised in school newsletters. Anyone may attend these meetings as an observer, but only Board members may participate in the meeting. Minutes of the meetings, along with all reports, are available for viewing at the office if you wish to see them. The Board comprises five parent representatives, the Principal, and the Staff trustee. Elections are held every three years; the next one is during 2022.

A child's primary school education is quite likely the most important learning period a child will experience. The Chaucer School Board of Trustees has a long held belief that children taught in small, well resourced classes by trained and dedicated professionals will receive greater opportunities to enhance this vital learning period.

Effective financial management of the funds allocated to the school has seen the development of the facilities alongside the purchasing of excellent resources that ensure the staff and children have access to the best equipment for their learning needs.

The Board also has a commitment to maintaining an environment where children feel safe and are encouraged to improve their skills in all areas of the Curriculum. Children's talents and needs are catered for through Special Abilities Programmes.

Chaucer School is, and always has been, very much focused on the community that it serves and is supportive of the families whose children attend it. We remember that education today requires your support and involvement as well.

It is important that as a Board we represent the wishes of all parents of the children in the school. For this to happen, we need to have effective communications with all who are part of Chaucer School. If at any time you have questions for the Board, or wish to discuss any matters with us, please feel free to contact any of the Board members.

If you are not sure about how to do this, the School Office will help you.

Remember we are all here for one reason...our children's education.

Address

Chaucer Primary School
2A Chaucer Place
Blockhouse Bay 0600

Office Hours

Monday - Friday: 8:30am - 3:30pm

School Contact Details

Telephone: 09 6266699
Office email: admin@chaucer.school.nz

Term Dates

2020 TERM DATES

	FROM	TO
Term 1	Friday 7 February	Thursday 9 April
Term 2	Tuesday 15 April	Friday 3 July
Term 3	Monday 20 July	Friday 25 September
Term 4	Monday 12 October	Friday 18 December



Student leaders / Sports captains / Travel wise leaders



We offer a range of responsibility through a range of authentic context such as: Offering a range of leadership opportunities, for example, tuakana-teina (mentoring), senior leaders, house captains.

Leading school activities such as running assemblies, hosting visitors, or inducting and looking after new students.

Leading or having input into activities, for example kapa haka, clubs, Chaucer lunchtime activities, sports captains and travelwise leaders.

Chaucer Lunchtime Activities - CLA's

At Chaucer we focus on 'Engagement' as opposed to 'Supervision'. Consequently all children have the opportunity to participate in CLA's. A range of activities and sports take place each day.

The CLA timetable for the term displayed in each classroom.

<p style="text-align: center;"><i>Empowering confident learners</i> Chaucer Lunchtime Activities (CLAs) - Term 2 2020</p>				
Monday	Tuesday	Wednesday	Thursday	Friday
Hockey	Soccer	Netball	Rippa	Soccer
1. Mr A	1. Mr	1. Ms A	1. Ms A	1. Mr A
2. Ms A	Zhao	2. Ms A	2. Mrs E	2. Mr A
Mr Fletcher -	2. Mr	Ms Simon -		
POTB	Zhao	Homework		Wheels Day
[Principal on the bench]	Ms Molloy	Club & Student leaders	Mrs Hayward -	Mrs E -
	Music	(Rm 9 ¾)	Gardening Club	House and Sports Captains
School Gardens -	Mrs Lafaele	Dance /	Library /	
Ms Woodill	- Library/	Music - Mr A	Beyblades /	
	Beyblades/ UNO	courtyard	UNO - Mrs Lafaele	
Library /	Gardening	Library /		
Beyblades / UNO - Mrs M	Club - Mrs M	Beyblades / UNO - Mrs M		

School Trips & Camp



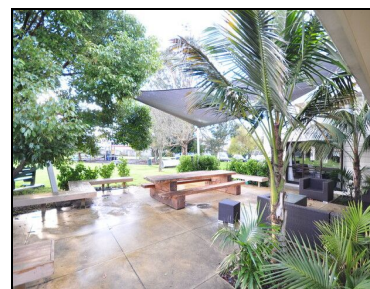
Our students are given many opportunities each and every year to experience Education Outside the Classroom (EOTC). In previous years trips have included; Museum Trips, City Library and Art Gallery Trips, Visiting Performers, Marae Visits, Sports Activities, visits to other schools, Musical Productions and Leadership Training Days and many more.

Parents are often invited to accompany a class or team on a trip to ensure that the student to adult ratio is within our health and safety guidelines, or to assist with learning tasks. It is often not possible to include preschoolers on such trips.

Kauri Students (Years 5-6)

Every two years our Senior Students from Years 5-6 are given the opportunity to attend school camp in the first term of the year. Senior Camps are 3 days and 2 nights long. Our students really enjoy the experiences that they are offered at these camps. Chaucer students are extended physically, socially and academically in these camps.

Our next school camp is scheduled to take place at the beginning of 2021.



Permission is required for students to attend trips.

Mutukaroa

Mutukaroa is the name of our school and community learning partnership. Mutukaroa is about working with parents and whanau to understand how their children are progressing in their learning over the first three years at school. It is also about supporting parents with making learning fun at home. Mutukaroa allows you as a parent to know exactly how your child is doing at every stage of their learning.

If you have any queries, feel free to contact our Mutukaroa school coordinator Mrs Lee;
nlee@chaucer.school.nz



Catering for Diverse Needs

At Chaucer, we strongly believe in challenging and growing all our students, including children with both special abilities or needs in learning. Our teachers therefore differentiate learning for all students by planning to meet individual needs. For example, we might group by ability or by clustering students with similar needs.

Stimulating learning experiences that aim to develop higher level thinking skills are evident throughout the school.

Throughout the week teachers take groups of students for a range of sporting, musical and cultural classes in order to allow them to develop their skills and strive to reach their potential.

Swimming



Swimming is part of the Physical Education programme for all children in Term 4. We make use of an excellent local pool and their instructors. Students receive 8 consecutive lessons over a period of two weeks.

Reporting to Parents



At Chaucer School we report to parents about their child's progress and achievement in a variety of ways.

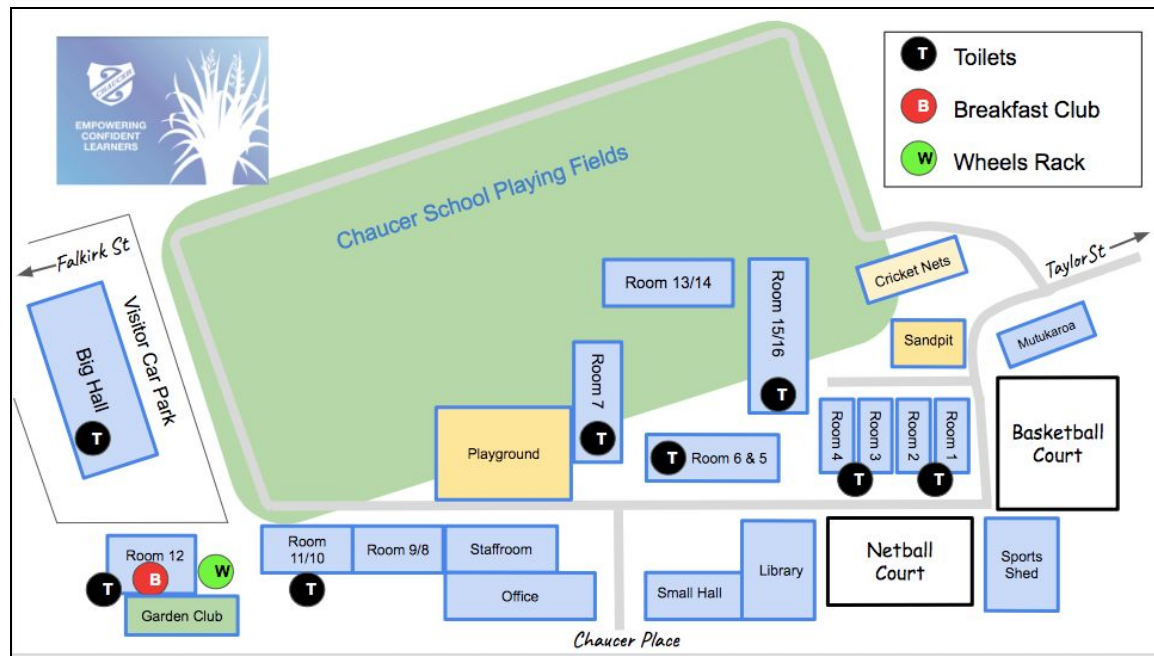
These include:

Student Led Learning Conference – Term 1 and Term 3. Conversations around learning led by your child in the classroom.

Curriculum Progress Report – documents the curriculum level your child is working on in reading, writing and maths for each Year Level.

Conversations with Parents – as and when needed.

Our School Map



Our School Karakia

Karakia

Kia hora te marino
May peace be wide-spread

Kia whakapapa pounamu te moana
May the sea be like greenstone

Hei huarahi mā tātou i te rangi nei
A pathway for us all this day

Aroha atu, aroha mai
Give love, receive love

Tātou i a tātou katoa
Let us show respect for each other.

Parent Help!



We welcome and appreciate parent helpers in our school. There are a number of ways parents are able to help and support teachers and students:

- helping in the classroom preparing teaching materials
- assisting on class trips
- helping in the Library and resource room

Please contact your child's class teacher or your child's team leader if you would like to be a parent helper.

Chaucer Values Achievement (CVA's)

Achievement	
Name _____ Room _____	
Teacher Signature _____	
Reason for C.V.A:	For being : <div style="display: flex; flex-direction: column; gap: 5px;"> <div>Respectful <input type="checkbox"/></div> <div>Responsible <input type="checkbox"/></div> <div>Safe <input type="checkbox"/></div> <div>100% Effort <input type="checkbox"/></div> </div>
<div style="display: flex; justify-content: space-around; align-items: center;"> <div>Muriwai (Red) <input type="checkbox"/></div> <div>Bethells (Yellow) <input type="checkbox"/></div> </div>	

Every child is placed in a house team (named after west coast beaches) on enrolment:

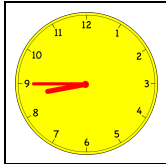
- Bethells (Yellow)
- Karekare (Blue)
- Muriwai (Red)
- Piha (Green)

Children can earn points for their houses by receiving a 'CVA' (Chaucer Values Achievement) for demonstrating one of the 4 values (i.e. Being responsible, respectful, safe and 100% effort). These are issued by staff (or nominated children e.g. student leaders) and the issuer explains to the child why they are awarding the CVA. The children post them in the designated box. Alternatively they are collected in class and then posted in the designated box.

One child per week receives a GOLD CVA in assembly for displaying 'exceptional' values throughout the whole week. These gold CVA's are collected and drawn twice a term in a lucky draw in assembly. The deserving child gets to choose an extra special prize from our gold CVA prize list.

Late Arrival of Children and Student Absences

Your child's safety is very important to us. Please help us to manage student absences as in the instructions below.



Classrooms open at 8:30am. We greatly appreciate your efforts to have your child at school no later than 8:45am. It is extremely important for children's learning that they be ready to start the school day promptly.

Teachers call the roll at 9.00am and 1.50pm. If any child is not present when the roll is taken, the office staff will follow up any unexplained student absences by sending a text message alert to parents to ring the school.

When your child is sick or absent, please email or phone the school prior to 9am. Any child arriving late must report to the office.




When you collect your child during school hours, you need to sign your child out and state your reason for taking your child out of school. You will be given a release pass to give to your child's classroom teacher before taking your child out of class.

Arriving late on a regular basis is detrimental to students' learning. Should you need help to manage this, please seek help from the Senior Leadership Team who is the liaison for your child's year level or see Mrs Lafaele.

It is important for students to attend school everyday in order to be able to access the great learning opportunities we offer at Chaucer School.

Syndicates

The school has 3 syndicates, teachers plan programmes of work collaboratively.

		
Rimu (Juniors)	Kowhai (Middle School)	Kauri (Seniors)
New Entrants, Years 1 & 2	Years 3 & 4	Years 5 & 6

English Language Learners (ELLs) Programme

Chaucer School has developed programmes to cater for the needs and abilities of English Language learners (ELL).

The ELL programme runs three days a week. On these days the ELL teacher, Mrs Lee, takes children in small groups or individually for specific English Language skill learning. The programme covers English listening, speaking, writing and reading.

We aim:

- To develop each child's confidence, competence and independence in the use of the English language so that they are able to access learning opportunities in line with their English speaking peers
- To encourage children and give them opportunities to use their first language
- To provide opportunities to share and promote their cultural heritage
- To encourage all ethnic groups to interact socially, both in the classroom and playground
- To provide an environment that is welcoming, positive and supportive
- To provide effective teaching and learning programmes



The types of support we offer students are:

- Literacy support by a specialist teacher
- Differentiated classroom instruction, individually or in small groups
- Small withdrawal groups working with an Assistant Teacher
- In-class support with an Assistant teacher or volunteer parent

Dental Clinic / Vision & Hearing

Our students are seen by the clinic mainly based at Blockhouse Bay Intermediate. Sometimes a mobile clinic visits our school. If your child has a problem, you can phone them to make an appointment on: **PH 627-0019**.

Free Vision and Hearing Screening tests are available at our school. These tests are carried out by Vision and Hearing technicians from the Community Child Health and Disability Service of the Auckland District Health Board. Consent forms are completed at the time of enrolment.

Uniform



Chaucer School uniform consists of : Grey polo shirt (with the school logo), black pants, shorts or skorts, a blue fleece jersey with the school logo on it, black socks and black shoes.

Our uniform is sold from The Warehouse, New Lynn and online. Please name ALL uniform items.

Sun Safety



School sun hats must be worn by all children in terms one and four, (royal blue bucket hats) for all activities outside the classroom in school time. Children who do not have a hat will be required to stay in the shade to reduce risks from the sun.

Lunch Eating Procedures



Parents are required to provide a daily fruit snack, morning tea snack and lunch for their child. All students eat lunch from 1 – 1.10pm in specific locations under teacher supervision. Students remain seated for ten minutes (when a bell is rung), and then are dismissed by the teacher. Lunchtime is from 1 – 1.50pm.

If it is wet, lunch is eaten inside from 1 – 1.10pm. Students are supervised by teachers on duty. Classroom teachers provide suitable activities if students are unable to go outside to play. All students are expected to take any uneaten lunch home.



Our sushi lunch scheme is available on Fridays for those who order. Chicken, Salmon and Vegetarian options are available - \$4.80 per pack, or chicken on rice for \$5.00.

This is delivered from Mai Sushi in Blockhouse Bay. Please pay at the office before Friday or by 8.50am on Friday

No Nuts!



We ask that you do not include peanuts, nuts, muesli bars that contain nuts, Nutella or peanut butter in your child's lunch as this helps with any allergy issues at school. We thank you for your cooperation in this matter.

Drop off and Pickup

Teachers are in their classrooms from 8.30am and parents are asked to ensure that children do not arrive prior to this time. Carpe Diem provides before school care which operates from 7.30am in Room 12. Please see Carpe Diem staff for more information about before and after school care. Contact Vinita White on 021 155 0242 for further details.



Any student who arrives prior to 8.30am will be required to wait in the designated area. If a student is regularly arriving prior to this time, their teacher will contact parents as we consider this is to be a serious health and safety issue that needs to be addressed.

NB: Some students may have a class trip or sports game, so will be expected to be at school early on that day.

	8.30am	Students allowed into classrooms
	8.55am	Block 1 starts
	10.00am	Brain Break Morning tea Block 2 starts
BELL ONE	1.00pm	Lunch
BELL TWO	1.10pm	Students finish lunch eating and wait for the duty teacher to release them
BELL THREE	1.50pm	Block 3 starts
RIMU FINISH TIME	2.40pm	(and their siblings)
KOWHAI FINISH TIME	2.50pm	
BELL FOUR	3.00pm	School finishes
KAURI & AFTER SCH CARE STUDENTS FINISH TIME		

Those students attending organised before and after school care must go directly to Room 12. Children are to return home straight after school, unless other arrangements have been made.

Please phone the school office in advance if you are going to be late for pick-up. If you are going to be later than 3.15pm you need to arrange for after school care for your child. If you have not picked your child up by 3.15pm, you can pick them up from Carpe Diem after school care on the school site Room 12 (usual costs apply).

ALL STUDENTS IN New Entrant AND YEAR ONE must be collected from their classroom by a parent or responsible caregiver.

Locked Gates 9:15 - 2:30pm

There are three entrances to Chaucer School. **Please use the Falkirk Street entrance** where you can drive in and park or 'stop and drop'. **This gate is closed at 9.15am.** If you are staying any later than this, you will need to park outside. **The gate is opened again at 2.30pm** for afternoon pick-ups.

Walkway from Taylor street – opening and closing times for the gate applies here too.

The front entrance on Chaucer Place is used by staff and trade only, it is not available for entry by car. Parents can park outside and use the pedestrian gate.

Getting Connected - Apps

Downloading one of these apps is the best way to communicate directly with your child's classroom teacher.



Seesaw - Rimu

Seesaw provides a wonderful opportunity for your child to share learning with you at home, even when you can't come into school. The children love seeing 'likes' and comments from family members! Seesaw is also a great communication tool for teachers and parents. Download the Seesaw app or visit <https://web.seesaw.me/parents> to sign up - and remember that up to ten members of the whānau can sign up to share and enjoy your child's learning! Please speak to your child's teacher if you have any questions.



Whatsapp - Kowhai & Kauri

What do you need to do?

1. Download WhatsApp onto your mobile phone.
2. Give your child's teacher your Mobile number so they can add you.

What is WhatsApp?

WhatsApp is a mobile messaging app which allows users to exchange messages using existing phone contacts without having to pay text message fees. We will create a class group and send each other unlimited images, video and audio messages of your children. Visit Whatsapp <https://www.whatsapp.com>

Assemblies



Classes run our lively assemblies from 9.10am – 10.00am every second Friday in the big hall. Each class takes a turn of doing a presentation at our assemblies. Merit Certificates are presented, newly enrolled children are also welcomed.

Newsletters and Communication



The School newsletter is emailed every second Thursday, **(please ensure that we have your email address and advise the school office of any changes to this)**. We include dates of upcoming events; information, sports results, community notices and children's work, which we hope will keep you informed of some aspects of school activities.

If you would like to receive updates and reminders of school events – Text' follow chaucerschool 'to 8987

[all letters lowercase, space between 'follow' and 'chaucerschool']



Chaucer Facebook page Check it out at:
www.facebook.com/ChaucerSchoolCommunity

Lost Property



Please ensure that uniforms, bags, lunchboxes and drink bottles are clearly named. Problems with lost property can be minimised if children bring only named items to school. We hope that children will be encouraged to be responsible for looking after their own belongings.

Lost property is located in the small hall. Parents and children can check there if they are unable to locate an item in their classroom, cloak bay or on the field. Limited changes of school uniform are available through the office staff for students who get dirt on or soil their clothing.

Emergency Procedures

The first responsibility in any emergency is the safety of children, the staff and all other people currently on the school premises. All are required to respond to emergencies.

When a continuous bell sounds, everyone will assemble on the field in an orderly manner and be visible from the office. They will remain there until the Principal gives permission for everyone to return to the buildings.

In the event of a Civil Defence emergency, no child will be allowed to leave the school until Civil Defence authorities give permission.

In the event of an earthquake, chemical spill, violent storm or a threatening situation in the playground, or any other area, emergency procedures will be followed.

Practices will be held during the year.

Road Safety



Parents are to use the **Falkirk St** entrance only to deliver and pick up their children by car. The **Chaucer Place** entrance is for **Staff, trade vehicles, taxis and emergency vehicles**.

Looking After our School



We value our school and seek to keep it a great place to learn in. Please ensure that children care for our school. Packaging left over from lunches is taken home. Dogs, skateboarding, scooters and golf are not permitted on the grounds. Bikes are to be wheeled through the grounds.

Chaucer Community Group (CCG)



Chaucer Community Group helps to raise funds to support programmes at school. All parents are welcome to attend meetings and offer their help for fundraising ventures. Contact the school office for further information.