



CARNCOT SCHOOL AND
STANFORD JUNIOR PREP

Parent Information Booklet

2013

INFORMATION BOOKLET 2013

CONTENTS

	Page
Introduction.....	1
Brief History	1
Carncot and Stanford Trust Board.....	2
Staff for 2013	2
Parents' Association Office Holders	3
Friends of Carncot Committee	3
School Hours.....	3
Contact Numbers	3
Absences	4
After School Care	4
Arrivals and Departures	4
Art.....	4
Bicycles/Scooters/Walking to School.....	4
Camps	5
Carncot-Huntley Social	5
Children with Special Abilities.....	5
Choir	5
Classes	5
Clubs.....	6
Concerns	6
Curriculum.....	6
Dental Treatment	7
Diary	7
Discipline.....	7
Doctors/Dentists.....	7
Education outside the Classroom	7
Fees.....	8
Friday Lunches	9
Friends of Carncot.....	9
Hair	9
Homework	9
House System	10
Instrumental Tuition.....	10
Jewellery	10
Lateness Procedures	10
Leave	11
Leavers' Dinner	11
Lost Property.....	11
Lunch.....	11

Meals on Wheels.....	12
Messages.....	12
Newsletters	12
Notices.....	12
Nurse	12
Parents' Association.....	12
Payments	13
Peer Mediation.....	13
Physical Education, Health and Sport.....	13
Pre-Entry Visits.....	16
Prize Giving.....	16
Rules of the School	16
Reports to Parents	16
School Production.....	17
School Standards.....	17
School Values	18
Second Language Teaching.....	18
Specific Learning Needs	18
Stationery.....	18
Student Leadership.....	19
Sun Smart Policy.....	19
Technology and Design.....	19
Term Calendars.....	20
Term Dates for 2013	20
Uniform	20
Website	22

CARNCOT SCHOOL and STANFORD JUNIOR PREP
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PALMERSTON NORTH
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Email: admin@carncot.school.nz



INFORMATION BOOKLET 2013

INTRODUCTION

At Carncot and at Stanford, we provide the highest quality education in a secure environment. Our aim is that your child will become skilful, confident and responsible. We sincerely hope that as a parent you too will feel a part of the school community. While the learning needs of each student differ, it is our aim to inspire in each student a love of learning and an understanding that education is the key to success. We develop critical and creative thinking alongside resilience and flexibility. Our School Values have stood the test of time: honesty, caring, respect, responsibility and integrity.

BRIEF HISTORY

Carncot was established as a co-educational school in about 1903 by Miss Constance Stanford, daughter of a prominent magistrate. Originally, the school was located on the City Square but in 1906 it was moved to Miss Stanford's private residence in Princess Street. When Miss Ethel Wilson became Headmistress, the school moved to Rangitikei Street and, in 1955, a final move (into the former Fitzherbert house) was made to the present site on Broadway Avenue.

During 1998, the original building (circa 1905) was moved forward on the site, refurbished and linked to a two-storey circular building housing a Library on the lower floor and an Art Studio on the upper level. This building opens onto an outdoor stage and central courtyard which is flanked by a pair of two-storey buildings comprising eight classrooms, resource withdrawal spaces and cloakroom toilet facilities.

Two new netball/tennis courts were established in 2000. A classroom built in 1991 has been retained and is used by our Reception class. A new school gymnasium/hall was constructed in 2003 and the old hall has been partitioned to accommodate music studios. The launch of Stanford Junior Prep in 2013 heralded the return of boys to the school after a break of 30 years.

CARNCOT and STANFORD TRUST BOARD

Mr Phil Hehir (Chairman)
Mrs Alessia James (Secretary)
Mrs Rachel Wenham
Dr Alison Watters
Mr Dean Burkitt
Mrs Christine Prasitdamrong (Parents' Association Representative)
Ms Christine Michalski (Principal)

STAFF FOR 2013

Ms Christine Michalski (Principal)
Mrs Megan Murphy (Year 1/2)
Miss Johanna White (Junior Team Leader; Year 3/4)
Mrs Juliet Redmond (Year 5/6)
Mr Mark Pearson (Year 7)
Mrs Julie Russell (Associate Principal/Senior Team Leader; Year 8)

Mrs Wendy Jopson (Mathematics Specialist/St Margaret House)
Miss Helen Haggas (PE Specialist)
Ms Vicki Sinclair (Specialist Art/Learning Support Teacher/Curie House)

Mrs Lyn Gregg (French Teacher)
Mrs Patricia Hickmott (Japanese Teacher)
Mrs Melody Chang (Mandarin Chinese Teacher)
Miss Faedra Te Moananui (Te Reo Maori Teacher)

Mrs Heather de Ridder (Woodwind and Piano Tutor)
Mrs Marise McNeill (Violin Tutor)
Mrs Kirsten Clark (Singing Tutor)
Mr Chris Thompson (Singing Tutor)
Mr Chris Dann (Keyboard Tutor)
Mr Daral Hannam (Guitar Tutor)

Mrs Alessia James (Bursar)
Mrs Julie Smith (Principal's Personal Assistant)
Mrs Pam Hislop (Office Administrator)
Mrs Tracey-Leigh Watson (Library Assistant)
Mrs Sally Darby (Bursar's Assistant)
Mr Chris Brunskill (Caretaker)
Mr Trevor Jones (ICT Technician)

PARENTS' ASSOCIATION OFFICE HOLDERS

Mr Clint Humphrey (Chairperson)
Ms Maryanne Masters (Secretary)
Mr Brent Gilchrist (Treasurer)

FRIENDS OF CARNCOT COMMITTEE

To be appointed (Chairperson)	Mrs Lyn Gregg
To be elected (Secretary)	Miss Jessie Cameron
Mrs Pip Leggett (Treasurer)	Miss Simonne LeQuesne
Ms Chris Michalski	Ms Corinne Rivoallan

SCHOOL HOURS

8.20am School officially opens
8.40 Senior School, Year 7 and 8 commence
8.45 First bell. Preparation of books, pencils etc for class
8.50 Second bell. Classes commence.
10.30 Morning interval
10.55 First bell
11.00 Second bell. Classes resume
12.30pm Lunch
12.45 Bell. Commencement of lunchtime play
1.20 First bell. Preparation for afternoon school
1.30 Second bell. Classes resume
3.00 Bus bell
3.00 Diaries, homework and pack-up
3.10 Classes finish

CONTACT NUMBERS

Carncot contact numbers:

Phone 353 2302
Fax 354 4195
Email admin@carncot.school.nz or teacher's christian name and first initial of surname eg julier@carncot.school.nz

Bursar

Mrs Alessia James (Monday, Wednesday, Friday)
Phone 353 2302
Fax 354 4195
Email alessia.carncot@inspire.net.nz

ABSENCES

All absences must be notified by parents to the School Office before 9.00am. Once the roll has been taken, the Office Administrator will contact parents of absent children.

AFTER SCHOOL CARE

School does not offer this service but does recommend School's Out: 356 1006.

ARRIVAL AND DEPARTURE

The main drop off and pick up will be at Regent or Rangitane Streets. Please avoid using Broadway Avenue which is often very dangerous.

ART

The standard of art at Carncot and Stanford is exceptional. In 2009, Carncot opened its own art gallery with an inaugural, Monet-inspired student art exhibition. Students were fully involved in the organisation of this annual exhibition. There is an annual exhibition.

ASSEMBLY

Assembly is held once a week on Monday afternoon 2.30-3.00pm. House Captains delegate Year 8 students to collect girls from each classroom according to their Houses. On Monday morning, House points are deducted for incorrect uniform and lateness, so please support your child in these important responsibilities. Rostered musicians play prior to the beginning of Assembly and we appreciate a quiet audience for these mini-recitals. The programme includes an address from the Principal, the celebration of successes or achievements, notices, class items, sports results and guest speakers. For special Assemblies e.g. presentations of ICT work, Language study, the Assembly may begin earlier. Birthdays are acknowledged and students are encouraged to share their talents.

BICYCLES, SCOOTERS, WALKING TO SCHOOL

Bicycles and scooters can be kept in the bicycle stands by the gymnasium and should be secured. Bicycles and scooters are not to be ridden in the school grounds and must be taken home each day. The school will not take responsibility for bicycles and scooters left at school. In accordance with the law, helmets are compulsory.

Students aged 10 years and above, with the knowledge of the Principal, may cycle, scoot or walk to school. This age stipulation is in accordance with the recommendation of the NZ Police Youth Road Safety Education Services.

CAMPS (See EOTC)

CARNCOT-HUNTLEY SOCIAL (Year 7 and 8)

There are at least two social occasions, one hosted by Huntley and one by Carncot. These occasions are highlights of the year for Years 7 and 8. Exemplary behaviour and high standards of dress are expected in order for students to attend: no shoestring straps, no bare midriffs, skirts and dresses to at least mid thigh.

CHILDREN WITH SPECIAL ABILITIES

All children deserve equal access to stimulating and challenging opportunities to reach their full potential and achieve their own standards of excellence. To achieve this, children with special abilities enjoy a combination of differentiated, enriched or accelerated learning opportunities to meet their unique educational needs.

CHOIR

A small choir was started in 2010 and has proved to be a popular choice with students. There are numerous opportunities to perform in public.

CLASSES

Carncot caters for students from Reception to Year 8. Class sizes range from 18 in Year 1 and 2, and up to 24 in the other year groups. The Reception class accommodates up to nine students enrolling in Terms 3 and 4.

CLUBS

A variety of popular clubs operate at the school (Garden, Craft, Science, Drama etc). These are run by teachers.

CONCERNS

In the event of a concern/complaint arising, the complainant is expected to:

- discuss the concern/complaint with the staff member at the school most closely related to the issue. If the concern/complaint has not been fairly heard or responded to, within a reasonable period of time ...
- arrange an appropriate time to discuss the concern with the Principal. If after this discussion the concern/complaint has not been fairly heard, responded to or resolved ...
- contact the Chairperson of the Trust Board to arrange an informal meeting with the Principal and Chairperson to discuss the matter. Initially, the Chairperson will undertake a liaison role with all parties. If, following the informal discussion, the complaint has still not been resolved ...
- refer the complaint to the Trust Board in writing.

CURRICULUM

Carncot School effectively implements a broad-based educational programme based on the New Zealand Curriculum covering all essential learning areas and key competencies. In addition, students have the advantage of specialist tuition in Numeracy, Physical Education, Music, Visual Arts, Information and Communication Technology, Performing Arts, specific learning needs, Japanese (Year 8), Mandarin (Year 7), French (Year 5 and 6) and Te Reo Maori (Years 1-4).

The school thus offers quality education that includes a wide range of options with excellent outcomes for students. All children have the opportunity to participate in a variety of sporting and cultural activities.

Close attention is paid to the social, personal and academic development of each child. Our students are taught by well-qualified staff and they benefit immeasurably from small class sizes. Learning time is maximised. Sound work habits are developed from the outset, and regular nightly homework is set at all levels of the school. These pay dividends when our students move on to secondary school.

DENTAL TREATMENT

Carncot and Stanford students visit The Palms Dental Clinic for the six-monthly or yearly checks. Mrs Heather Baddeley, the Dental Nurse, will phone during the evening to arrange a suitable appointment time. Alternatively, an appointment card will be posted advising the date and time. If the appointment time allocated to you does not suit, please phone The Palms Dental Clinic on 358 0953. It is important that we maintain a good relationship with this Dental Clinic and clear and timely communication is the key.

DIARY

The school diary is an important avenue for communication between the home and school. Please sign the diary daily.

DISCIPLINE

Our students receive a great deal of praise and encouragement. At times, some correction is necessary. We also endeavour to encourage self-management, and expect students to come to school well-prepared. If items are forgotten, students will not be allowed to ring home and they will earn a 'strike'. (Forgotten medication is the exception) Three strikes results in a lunchtime detention. Please contact your child's classroom teacher if clarification is needed.

DOCTORS/DENTISTS/SPECIALISTS APPOINTMENTS

Parents are requested to arrange appointments after school hours if possible. All other leave, see LEAVE section. If students are to be late or absent due to appointments, the School Office must be notified.

EDUCATION OUTSIDE THE CLASSROOM (EOTC AND CAMPS)

All students have a camp or EOTC programme each year. Possible locations include: Sixtus Lodge at Apiti, Foxton Beach, Forest Lakes at Otaki, Rangi Woods in the Pohangina Valley, Raukawa Falls north of Wanganui, Camp David at Havelock North and Blue Mountain Lodge, Tongariro.

Students also visit various activities in and around Palmerston North and further afield. Parents are fully informed about these trips prior to the event and permission is requested. We often need parent assistance and love to have you join us.

Years 1-3 have an outdoor education programme at school.

FEES

Tuition

Fees for 2013 – Year 1-6 \$10,500
Year 7-8 \$11,150

Building Levy

A building levy of \$240.00 covers increased insurance, safety compliance (e.g. earthquake) and maintenance costs. This will be invoiced with the tuition fees.

Enrolment Fee

An enrolment fee of \$85.00 is payable upon acceptance of a place offered at the School, and is non-refundable.

Bond

A bond is payable upon confirmation of acceptance. This is refundable when your child leaves the School, less any fees or other amounts outstanding.

The bond is based on the number of children in the same family at the school at any one time.

First child - \$700

Second child - \$350

Third or more children – Nil

A maximum bond of \$1,050 will be held for two or more daughters at the school.

Incidentals

School-based activities, trips and additional stationery items are charged on the termly Incidental account. This varies each term and for each year level.

Fees are reviewed annually.

Notice of Withdrawal

A minimum of half a term's (five weeks) notice must be given in writing to the Principal if intending to withdraw a student from the School. Failure to give five weeks' (not including school holidays) written notice will incur half a term's fees payable in lieu of notice.

FRIDAY LUNCHES

During Terms 2 and 3, the Parents' Association gives the girls the opportunity to purchase a special lunch which is ordered through and delivered to school.

FRIENDS OF CARNCOT

This is the old pupils' association. The association's members comprise all those who have attended Carncot in its (approx) 110 years – girls, boys and interested parents. The Friends of Carncot supports the school by maintaining the archives, attending special events and offering donations.

HAIR

Collar length hair is to be tied up using plain black, brown or navy blue hair ties. Stray pieces of hair are to be held back with non-coloured hair clips. No extra accessories eg butterflies, fancy decorations, are to be placed in the hair. Hair must be the natural colour, no hair dyes or hair gel. Thin hair bands in plain black, brown, navy or light blue may be worn.

HOMEWORK

Regular homework is an expectation of the school programme in all classes. Homework provides students with the opportunity to practise processes and consolidate knowledge, to learn to set goals and attain them, and to begin to learn to manage time effectively. The amount of time students are expected to spend on homework per night varies according to their age. There is close contact between home and school concerning homework.

Year 1	15-20 minutes
Year 2	15-20 minutes
Year 3-5	30-40 minutes
Year 6	45 minutes
Years 7/8	45 minutes-1 hour

HOUSE SYSTEM

All students belong to one of three Houses: Curie, Nightingale and St Margaret. Students earn House points for conduct, good work and correct uniform. House Captains are appointed from Year 8 and they take responsibility for organising House activities and liaising between students and staff. It is one of the many opportunities to develop leadership in the school.

INSTRUMENTAL TUITION

Fees for instrumental tuition are set by and paid to the respective tutors.

- Piano tuition (Years 2-8) is available from Mrs Heather de Ridder.
- Violin tuition (Years 2-8) is available from Mrs Marise McNeill.
- Singing tuition (Years 3-8) is available from Mrs Kirsten Clark and Mr Chris Thompson.
- Woodwind tuition (Years 4-8) is available from Mrs Heather de Ridder.
- Guitar and drums tuition (Years 2-8) is available from Mr Daral Hannam of Soundworks.
- Keyboard and Ukelele tuition (Years 2-8) is available from Mr Chris Dann of Soundworks.

The liaison teacher for all instrumental tuition is Mrs Julie Russell.

JEWELLERY

For safety reasons, jewellery, including earrings of any kind, may not be worn. A watch is permitted. Clear keepers may be worn in ears, if piercings need to be kept open. Please do not have ears pierced during the school year.

LATENESS PROCEDURES

1st bell: 8.45am – Get ready for School

2nd bell: 8.50am – Classes begin

If a student is late on three occasions (or more) within a term, it is the responsibility of the teacher to contact the parent to discuss the lateness. Good communication between parents and the school is most important and parents must realise the impact of lateness on their daughter. (see Discipline)

LEAVE

If parents wish to have their child out of school for anything other than an appointment (eg overseas trip, family event etc) it is deemed a courtesy to ask permission in writing from the Principal. The school extends the same courtesy in advising days that the school will be closed for students (e.g. teacher only days). The Principal and staff are committed to the maximum education for the students.

LEAVERS' DINNER

This is a special evening for Year 8 leavers, for staff and parents to reminisce about the special times at the school, to wish graduates well and to share a lovely social occasion together.

LOST PROPERTY

The lost property basket is situated outside the Medical Room in the Administration building. Please ensure that all your child's belongings are clearly named so that they can be returned immediately. This includes clothing, bags, footwear and stationery.

LUNCH

Lunchtime:	12.30-1.30pm
Lunch bell:	12.45pm (to indicate dismissal to play if lunch is finished)
1 st bell:	1.20pm (toilet, handwashing, preparation for afternoon classes)
2 nd bell:	1.30pm (class time)

In fine weather, children sit outside in the courtyard under shade until the 12.45pm bell when the duty teacher will dismiss them as they are ready. We expect children to eat a healthy lunch and they will not be dismissed until the duty teacher ensures that they have had adequate food. Junk food/drinks are not encouraged.

In wet or cold weather, children eat in classrooms. The class teacher will supervise until 12.45pm. Two bells will ring on wet days.

Students may not leave the school grounds to purchase their lunch during the school day.

During Terms 1 and 4, students are required to wear hats outside and we have a "no hat, no play" sunsmart policy.

MEALS ON WHEELS

Students from Year 6-8 take turns assisting at various times throughout the year.

This is a fundraiser for the school as well as a good opportunity for the students to help the community through the Red Cross. Giving service is an important dimension in our school.

MESSAGES

It would be appreciated if phone messages for students are kept to a minimum, preferably for emergencies only.

NEWSLETTERS

Newsletters are sent home fortnightly on a Thursday. These newsletters allow parents to be notified of important events and to receive information about life at school. Please read them carefully and file them for future reference.

NOTICES

All events are notified in writing. Please check bags and diaries daily, and keep this notification in a folder. This helps reduce unnecessary calls to the Front Office.

NURSE

Our School Nurse is Mrs Margaret Jackson. She is highly experienced and has a long association with the school. She can be contacted through the Front Office.

PARENTS' ASSOCIATION

All parents are part of the Parents' Association but a committee of 15-20 people usually undertakes specific responsibilities as they arise. The main functions of the Parents' Association are to support staff and student activities, raise funds for particular school items, and provide a forum for parent ideas and suggestions. Two parent representatives are elected to the Trust Board for a year's term of office. All parents are encouraged to attend Parents' Association meetings. Meeting times are advertised in school newsletters. You are warmly invited to all social events.

PAYMENTS

Please ensure that any payments made by cheque, cash or online are clearly identified by student name and activity event.

PEER MEDIATION

We use the *Cool Schools* peer mediation programme for conflict resolution during playtimes and lunchtimes.

Year 5-8 students are trained as peer mediators by Mrs Juliet Redmond with initial training by the Peace Foundation. Unresolved situations are referred to the duty teacher. Because of this strong pastoral focus, the school is a very harmonious community.

PHYSICAL EDUCATION, HEALTH AND SPORT

All students have Physical Education three times a week.

Students must wear PE shorts, PE top, white ankle socks and sports shoes. School trackpants and sweatshirts, or tracksuits may be worn before and after PE lessons or to weekend sports fixtures. The tracksuit is compulsory for Year 7 and 8.

Any concerns you have or information you require about the Physical Education programme should be discussed with Miss Helen Haggas, PE and Health Specialist, and Sports Coordinator.

PE uniform (including tracksuit) may only be worn after school if students are going directly to sport. All students are otherwise expected to arrive at and depart from school in their school uniform.

Athletics

Athletics activities take place in November culminating in an Athletics Day at the athletics track at Massey. In the Seniors (Years 7 and 8), Juniors (Years 5-6) and Midgets (Years 3-4) there are 8-10 champion competitors in each event. The student achieving the most points becomes the champion.

All other students participate on the day on a standards basis where they try for personal bests, and to gain House points.

Basketball

Basketball is offered to Year 7 and 8 students and is played on a Wednesday after school in the Arena Stadium.

Cross Country

Year 1-8 students participate in the annual Cross Country build up and championships held in Term 2 each year on a private farm.

The distances vary according to the age of the participants. Extension is provided for the more able runners, and teams participate in the Manawatu Primary and Intermediate events.

Dance

Over the course of the year, all classes receive tuition in dance.

Gymnastics

Grade 1, 2, Iron, Bronze, Silver, Gold and Elite badges are prepared for during the school year. Examinations are held at school towards the end of Term 1 and 2. Students from Year 3 onwards may participate in the gym badge programme.

Hockey

Hockey is available for all Year 3-8 students. All teams play at Manawaroa Park or the Astroturf. To enable the students to get adequate practice, they travel to the Astroturf on Thursdays after school for skill development. Blue skirts and tops are issued to the A hockey team and other players are issued with a blue skirt which is worn with the school blue t-shirt (tucked in). Students must purchase their own blue socks from Miss Johanna White, teacher in charge of hockey. Black underwear is required. It is essential that all students have studded boots for the grass, shin pads and a mouth guard. Turf shoes for the artificial surface are optional and hockey sticks are available at Carncot for practice and Saturday use.

Hockey fees includes turf practice, match costs, and bus transport to the Astroturf on Thursday afternoons. These are advised and paid at the start of the season.

Jump Jam

This is available for all students.

Netball

Netball is available to all Year 4-8 students on a regular basis throughout the winter terms. The Year 4, 5 and 6 students play at Arena 4, and Year 7 and 8 play at Vautier Park.

Blue skirts are supplied to all netballers, and these are to be worn with blue t-shirts (tucked in) and white socks. Black underwear must be worn and is available from the clothing shop. The A, B and C teams are supplied with navy/pale blue and white t-shirts. Netball fees are advised and paid at the start of the season.

Skipping

Every second year, the whole school participates in skipping and supports the Heart Foundation through the Jump Rope for Heart programme. The school is rewarded with funds to buy sports equipment.

Spring Sports

A variety of sports and recreational activities not available at school is offered to Year 4-8. One activity is selected for four successive Thursday afternoons early in Term 4. Activities might include golf, archery, table tennis, rock climbing etc.

Year 1 and 2 are offered a block programme in some particular activity for a similar period of time – usually swimming at the West End Pool. Year 3 usually participate in a specially organised outdoor education programme at school.

Swimming

Swimming takes place in February and the students travel by bus to the Lido or West End swimming pool. All students are expected to swim unless a note requesting withdrawal because of illness, injury or cultural reasons is provided.

Swimming Championships are held in March with the school divided into three sections.

Midgets - Year 3-4

Juniors - Year 5-6

Seniors - Year 7-8

All Midget, Juniors and Seniors swim at the Lido pool on Swimming Sports Day. Water Safety and Resuscitation skills are undertaken every second year and a Beach Safety Programme is provided during the alternate year. All Year 1-4 students have swimming demonstration days where parents are invited to watch.

Tennis

Tennis coaching is available in Term 1 and Term 4 after school for Years 1 to Year 8. The girls wear their PE uniform. A small fee is charged per student to cover costs. Students with potential will be encouraged to join clubs outside school. Tennis championships are held each year in Term 4.

PRE-ENTRY VISITS

All students are very welcome to visit or spend a day with us prior to their commencement at Carncot or Stanford. The class teacher and parents organise visits for new students in Years 1 to 8.

PRIZE GIVING

Our prize giving ceremony is held at the Salvation Army Auditorium on Princess Street, usually on the evening before the last day of school. All students are expected to attend this special celebratory event.

RULES OF THE SCHOOL

On commencement at the school, parents are issued with a list of Rules and Conditions of the School and are expected to abide by these. We value our positive family community and appreciate your support. Please read carefully.

REPORTS TO PARENTS

There are numerous reporting opportunities:

Early in Term 1 we have a Meet the Teacher evening.

There are two opportunities for formal parent-teacher interviews, one at the end of Term 1 and one early in Term 3. However, if as a parent you have a concern or require information, please feel welcome to contact your child's teacher personally or by telephone to arrange an appointment.

Two comprehensive written reports are issued each year (Term 2 and Term 4).

Teachers are often busy before and after school and at break times with duties, clubs and sports practices. An appointment is essential.

SCHOOL PRODUCTION

A full School Production is held every second year at the Regent Theatre. This is a highlight of the cultural year.

SCHOOL STANDARDS

We pride ourselves on the highest standards. There are a number of behaviours and courtesies that are part of Carnot and Stanford School and which we consider important. Our aim is to encourage our students to take responsibility for themselves. We very much appreciate your support in maintaining the highest standards.

Punctuality

Year 1-6

1st bell: 8.45am – Get ready for school

2nd bell: 8.50am – Classes begin

Year 7-8

8.40am Roll call

8.45am Classes begin

Each Monday morning, the whole school has line-up and all students are checked for the following:

- Correct uniform
- Clean uniform
- No jewellery, including earrings
- No make-up or hair products
- Clean polished shoes
- Short clean fingernails, no nail varnish
- Correct hems
- Hair is off the collar and tied back off the face with navy blue, black or brown hair ties. Hair clips used when needed.
- A sunhat (Terms 1 and 4)

Students earn House points and, at Prize Giving, the House Shield is presented to the winning House.

Manners

It is the School's expectation that students display the highest possible standard in manners, courtesy and personal habits. *Please, thank you* and *excuse me* are to be

used at the appropriate time, and students must stand back to allow an adult to go through a doorway.

Uniform

Uniforms will be clean and tidy, and worn with pride. City shorts are to be knee length and the gym frock is to be mid-calf length. The cardigan must be maintained in very good condition.

SCHOOL VALUES

As a community of parents, students and staff, we have agreed on these values which give who we are at Carncot and at Stanford Junior Prep. Respect, Responsibility, Honesty, Caring, Integrity.

SECOND LANGUAGE TEACHING

As part of our education in global awareness, second languages are taught as part of the curriculum.

Year 1-4 Te Reo Maori

Year 5/6 French

Year 7 Mandarin

Year 8 Japanese

SPECIFIC LEARNING NEEDS

Individual or small group tuition is provided by Ms Vicki Sinclair for students with specific literacy learning needs. A Reading Recovery programme is available for six year olds as required. Mathematics support can be arranged in consultation with specialist, Mrs Wendy Jopson, and the classroom teacher. If further learning support is required, outside providers are engaged, in consultation with parents, who pay for this service.

STATIONERY

Please follow the link to the stationery order form on our website. The School holds a small range of stationery items for emergencies.

STUDENT LEADERSHIP

Numerous positions and opportunities exist to develop leadership.

Senior Student Leadership positions

Academic Leader

Team: Mathematics, ICT, Library, Science

Pastoral Leader

Team: Peer Mediators

Cultural Leader

Team: Visual Arts, Performing Arts (Music, Dance, Drama), Art Committee

Sports Captain

Team: Team Captains, Sports Committee

Curie House Captain

Nightingale House Captain

St Margaret House Captain

Head Librarian

Team: Librarians

Junior School Class Monitors

Leadership is encouraged throughout the school and there are numerous opportunities to take the lead.

SUN SMART POLICY

Ultra violet rays are very strong in New Zealand and we are aware of the damaging effects of over exposure to the sun. Please ensure that you apply sunblock to your child before school. Sunhats are to be worn when outside. We have a policy of “No hat – No play” and those without regulation sunhats will be seen by Mrs Murphy.

TECHNOLOGY AND DESIGN

Year 7 and 8 students go to the Palmerston North Manual Centre at Monrad Intermediate by bus on Tuesday mornings. Departure is at 8.45am from Regent Street and return at 10.45am. Students must be prompt to the bus and they must wear

solid school shoes. Best behaviour is mandatory. If solid shoes are not worn the student will remain at school.

TERM CALENDARS

These are sent to parents at the beginning of each term and outline the events arranged for the term. Parents are notified by global email or a note home of any alterations or additions. Term calendars are also available on the website www.carncot.school.nz. Please keep them handy for quick reference.

TERM DATES FOR 2013

Term 1 – Monday 4 February to Friday 19 April

Term 2 – Monday 6 May to Friday 12 July

Term 3 – Monday 29 July to Friday 27 September

Term 4 – Monday 14 October to Friday 13 December

UNIFORM

All items of clothing need to be clearly named, immaculately clean and well-maintained. This includes shoes. Darned or patched clothing is unacceptable. The school cannot accept responsibility for unnamed clothing. Information concerning labels is available at the Front Office. (See also: School Standards)

Uniform Policy

Winter Uniform

- Gym Dress, mid-calf length
- Navy shorts (boys)
- Long sleeved or short sleeved shirt
- Tie
- Cardigan or Jersey (boys)
- Plain black lace-up or T-bar buckle ‘school’ shoes (no patent leather, no boots, no slipper style, no fancy detail)
- Plain black (opaque **not** sheer) tights or black long socks (above the knee)
- Knee length navy socks (boys)

Optional

Navy anorak / School scarf

Please Note

On formal occasions, the girls must wear their gym dress, including the tie. (Best Uniform)

School sunhat is to be worn during Terms 1 and 4.

Summer Uniform

- City shorts, knee length
- Navy shorts (boys)
- Short sleeved shirt
- Shoes: either, winter shoes with black socks or plain sandals (no heels, straps etc)
- Cardigan or Jersey (boys)

- **PE Uniform**

- PE shirt
- PE navy shorts
- PE sweatshirt or Carncot tracksuit top
- White ankle length sports socks (**small** logo or strip acceptable)
- Sports shoes (plain)

Compulsory for Years 7 and 8; optional at other year levels

Carncot tracksuit.

Year 1 and 2

An over pinafore to protect the gym dress is required.

Uniform Shop

All items of uniform are available from our Uniform Shop which is situated upstairs in the Administration building.

Exceptions:

- Black school socks
- Black sports underwear
- White sports socks
- Black tights
- School sandals and shoes

Shop hours: Wednesdays 3.00 - 4.00pm

Other appointments may be made by contacting Mrs Liz Hehir, the Uniform Shop Co-ordinator, through the Front Office.

WEBSITE

Please pay regular visits to our website for updates and information. We welcome suggestions for how we could best serve you through this portal.

Uniform List

Junior Sizes Available (approx heights)

J4 (116cm)

J6 (125cm)

J8 (135cm)

J10 (145cm)

Senior Sizes Available

Extra Small (to Adult size 8)

Small (Adult size 8-10)

Medium (Adult size 12-14)

Large (Adult size 16-18)

GARMENT DESCRIPTION	Item Price Size J4-J10	Item Price Sizes XS-L
Knit Cardigan and Scarf	\$191.00	\$191.00
Gym Dress	\$190.00	\$215.00
Blouse (long and short sleeved)	\$70.00	\$70.00
Tailored City Shorts	\$70.00	\$70.00
Boys Jersey \$95.00		
Boys Shorts \$38.00		
Boys Shirt \$40.00		
PE Sweatshirt		
• Size 6-14, S, M, L \$49.00		
PE Elastic Shorts		
• Size 4-16 \$41.00		
PE V-Neck Top		
• Size 4-16, S, M \$59.00		
PE Tracksuit Set		
• Sizes 6-16, S \$199.00		
School tie		
• Plain or Elastic \$31.00		
Anorak Jacket		
• Size 6-14 \$88.00		
Over Pinafore (Junior) \$33.00		
Sunhat		
Bucket \$10.00		
Large Brim \$13.00		



A RICHER Education

Respect

Integrity

Caring

Honesty

Excellence

Responsibility