



SOUTHWELL SCHOOL

**JUNIOR SCHOOL
HANDBOOK**



Est. 1911

Southwell is a dynamic, inspiring and nurturing coeducational, day and boarding, Year 0 to 8 school that is set in the heart of Hamilton City, on a magnificent campus. Southwell offers an educational experience designed to inspire individual achievement, strong personal values and confidence for life.

Great lives start at Southwell.

As a parent, your choice to send your son or daughter to Southwell is a choice that will create and shape their future.

Southwell School Values

showing RESPECT

striving for EXCELLENCE

acting with INTEGRITY

thinking with CREATIVITY

taking CARE

developing RESILIENCE

Per aspera ad Astrum
(Through Adversity to the Stars)

Welcome to Southwell School

This booklet has been made for you and your child to familiarize yourselves with our school. We hope your child has lots of fun in the Junior School and that you have a chance to make contact with other parents whose children are also starting School at the same time.

Please contact Linda Tiffany, the Junior School Dean by e-mail on linda.tiffany@southwell.school.nz should you have any questions about our Junior School.

You will need to fill out the forms listed below and return them to the Management Centre at your earliest convenience, or bring them along to the Transition Day.

A check-list is below to help you with returning all necessary documents:

- Southwell School Medical Information form
- Child Interest form
- Consent to Dental Examination form
- Early Childhood Education form

Any application or enrolment enquiries can be directed to the Registrar, Becky Russell - becky.russell@southwell.school.nz



School Information

School Office/Management Centre

Hours 8.00am – 5.00pm (including school holidays)

07 855 2089

- Absences
- Accounts/Fees
- Registrar/Applications
- Uniform Shop
- Sports Department
- Events Manager

Email Contacts

All staff can be contacted through email.

Use the first name followed by a full stop then the surname, followed by @southwell.school.nz (e.g sam.smith@southwell.school.nz)

General enquiries: office@southwell.school.nz

Staff List

A staff list and information can be found on our website:

Everyday at Southwell - Teaching & Learning - Staff

About the Junior School

Our Junior School is very much a part of the whole School. The children are considered to be the little brothers and sisters of the older students.

The Year 0/1 building is situated to the left of the Chapel, behind the library. The Year 2 classes are in the main area of the school in the block closest to the Enderley Avenue entrance.

Ways you can help your child prepare for school

Parents often ask how they can prepare their children for school. Generally, parents are more worried about their child starting school than the child themselves, particularly if it is the first child in the family. The best advice is to continue all the good things you are already doing with your child. The most powerful thing you can do with your child is to take the time to talk with them often and do things together.

Research suggests that two of the most important ways a five year old learns best is for them to learn and practice independence and responsibility through play. Encourage your child to be responsible for looking after their belongings, dressing themselves, toileting and feeding independently, tidying up after themselves and being involved in simple chores.

Let them carry their kindy bag in the mornings and unpack it, as this is what they will do at school from day one.



Use of Diaries

Diaries are an excellent two-way communication tool for teachers and parents. Teachers will sign the diary every day and enter any relevant notices. Please check the diary each night and sign it. If there is something that the teacher needs to know about, e.g. After School Care, please write it in the diary so they can see it.

Homework

Each day your child will bring home his/her book bag with their diary inside. Homework will be tailored to each child's Structured Literacy journey. Homework should take no more than 10 minutes. If your child is unable to do his/her homework for any reason, please put a note in the diary. It should be a pleasant experience for child and parent.

Homework consolidates what has been taught in the classroom and is not a time for new skills to be taught. Success and increasing independence are very important. Each morning children are expected to unpack their book bags and put readers and diaries in the correct place.



P.E

Year 0/1 PE days

Week A - Monday & Thursday | Week B - Monday, Wednesday & Friday

Students wear their PE gear to school on these days. Students wear their grey uniforms to school on all other days.

Year 2 PE days

Week A - Wednesday & Thursday | Week B - Tuesday, Thursday & Friday

Students wear their PE gear to school on each of these days. Students wear their grey uniforms to school all other days.

PE shoes are needed - velcro not laces. You can purchase a long sleeved House jersey or tracksuit for the colder weather if you would like to, although this is not compulsory.

Absences

If your child is going to be absent, please notify the office by 8:20am. To record your child's absence please go to www.southwell.school.nz and click on 'School Life' under the 'Every day at Southwell' tab; click on Absence and follow through to the absence notification. Alternatively, you can send an absence notification via the Parent Portal on the school app or phone through to the Office.

The Junior block opens at 8am each day, and classes begin at 8:25am. If you bring your child to school before 8am, you will need to stay & supervise them until the teacher's open the classrooms at 8am.

It is a good idea to plan to arrive between 8:05 and 8:15am, this gives your child time to put homework away and spend some time with friends before the roll.

If you are late, you will need to go to the Management Centre and sign your child in. If you need to take your child out of school during the day, you need to go to the Management Centre/Office first to sign them out on the tablets provided. These procedures are put in place for your child's safety.

Food and Snacks

We have a healthy snack, morning tea, and lunch policy to encourage healthy eating. We ask that the children have fruit or vegetables for the first snack of the day. As we have children at school with severe nut allergies, please do not send nuts or nut products to school. If your child is in After School Care, afternoon tea is provided. If you would like your child to receive a take-out lunch, please order this at the dining hall before school starts.

Library

All classes have a regular weekly Library period where the children will be issued with two library books each. Children must return books by the following Library period in order to take new ones home. They can keep these at home until the following library period or return them to the class container.



After School Care

The final school bells rings at 3.20pm. Parents are welcome to the Junior School as we finish for the day from 3.10pm. If you would like your child to be in After School Care, please indicate this in the diary.

Uniform

Children at Southwell are proud of their school uniform and wear it with pride. We expect them to wear the correct uniform, whether it be greys, Number 1 or PE uniform. It is important for you to read the section on uniforms and clothing in the 'Parent Handbook'. All items that come to school should be named (shoes, togs, ties, towels, hats, lunchboxes, drink bottles etc).

Chapel Services

The Junior School has its own Chapel Service every Thursday morning. Each week, we have representatives from each class to deliver Bible Readings. Your teacher will let you know if your child is going to read in Chapel. If so, you are invited to join us. We would like you to participate in the liturgy. A Junior School Service book is available as you enter the Chapel. If you wish to take photos or video, please check with Chaplain on the day.

Children are required to attend their House Chapel Service with their parent(s) or caregiver(s). Attendance is compulsory to all Chapel Services. If, for some reason, your family cannot attend, you are required to e-mail the Dean before the Service. Children wear their No. 1 uniforms to these special Chapel Services (white shirt, winter shorts / skirts, shoes and socks / stockings). Other family members such as siblings, grandparents etc are welcome to attend also.



Term Planner

The School Calendar is available on our website. Southwell is a busy place and it is really important for you and your child to know what is coming up each week. You will also receive a weekly email with the "Week Ahead".

School Trips

The older children of the school participate in various Camp Activities, Camp Week etc, typically in Term 1 every year where they travel to various destinations for their camps. Year 0 - 2 children have their "Camp" activities throughout the year and take part in exciting activities, such as day trips, art, cooking and we invite special guests and visitors to the School. Parents are invited to help us with our trips and activities. Camp details will be communicated with families from the classroom teachers & the Dean. Parents will need to be police vetted to be able to attend trips/camps etc.



Parent/Caregiver Help

Library

Tidying shelves, mending books.

penny.walch@southwell.school.nz

Sergel Centre /ArtDepartment

Mixing paint, sorting / cutting paper, framing artwork,
typing etc. brya.wing@southwell.school.nz





SOUTHWELL SCHOOL

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Hamilton 3252, New Zealand.

07 855 2089 • office@southwell.school.nz

WWW.SOUTHWELL.SCHOOL.NZ