



# PROSPECTUS

[www.ilam.school.nz](http://www.ilam.school.nz)



Dear Prospective Parent/Caregiver

Thank you for considering educating your child at Ilam School. Please find enclosed information we hope will assist you to make a decision on your choice of school for your child/children's education.

Our commitment is to meet the individual needs of your child/children. The students of Ilam School have the opportunity to gain much more than a basic education due to the high quality of the teaching and support staff who work together to provide a breadth of educational experiences in a friendly and caring school community.

Ilam provides excellence in education, cultural diversity and a commitment to meet individual needs in a caring and supportive environment. When pupils leave Ilam School we believe that they leave as confident, motivated and happy young people, ready to face the challenges ahead.

Ilam is New Zealand's most culturally diverse primary school. We value the presence of students from more than 70 different cultural and national backgrounds, the contribution they make and enrichment they bring to the life of our school and community.

You are most welcome to come and visit Ilam and get a feel for the school yourself. Please do not hesitate to contact me if you would like to know more about Ilam or make an appointment so that I can show you around this very special place.

Kind regards

Paul Dolan  
Principal

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# ILAM SCHOOL ENROLMENT SCHEME

## Home Zone

The geographic area described in the scheme shall stand fast and shall operate as the school's home zone, under Section 11D of the Education Act 1989.



ILAM SCHOOL ZONE – by street	
Ashfield Place	Maidstone Road 2 & 9 – 70b & 71
Athol Terrace 27-52	Matai Street (East and West)
Auburn Avenue	Medbury Terrace
Ayr Street	Middleton Road up to 46/51
Balgay Street	Milnebank Place
Barlow Street	Miro Street
Bradshaw Terrace	Mona Vale Ave
Braithwaite Street	Montana Avenue
Brulay Courts	Moorpark Place
Clonbern Place	Newbridge Place
Clyde Road 2 – 120 & 1 – 121	Newnham Terrace
Coldstream Court	Ngahere Place

Creyke Road	Nikau Place
Daresbury Lane	Puriri Street
Darvel Street	Rata Street
Deans Avenue (btwn Ricc & Fend Rds)	Reading Place
Field Terrace	Renfrew Street
Girvan Street	Renoir Ave
Golden Elm Place	Riccarton Avenue
Hamilton Avenue	Riccarton Road
Hanrahan Street	Rimu Street
Hansons Lane up to 46	Roa Place
Harakeke Street	Rochdale Street
Haslett Place	Rountree Street
Hinau Street	Royds Street
Homestead Lane	Rudleigh Avenue
Ilam Road to 216/227	Ryeland Avenue
Ilkley Place	Siska Place
Jane Deans Place	Straven Road 1-134 & 135
Joyce Crescent	Suva Street 60-116 & 53
Kahikatea Lane	Swanleigh Place
Kahu Road	Te Kura Street
Karamu Street	Tiora Place
Karo Place	Titoki Street
Kauri Street	Totara Street
Kereru Lane	Tui Street 32/33 – 60
Kilmarnock Street	Tuirau Place
Kiltie Place	University Drive
Kirkwood Avenue	Wadeley Road
Kiwi Road	Waimairi Road 1 – 182 & 195
Konini Street	Weka Street
Kotare Street	Wharenui Road
Lochee Road	Wilfred Street
	Wood Lane

### **In Zone Enrolments**

All children whose usual place of residence is within the defined zone will be eligible to enrol at Ilam School at any time.

Parents who live in zone for Ilam School and would like to enrol their child at our school need to provide proof of inzone home address, such as (Tenancy Agreement, Rates Invoice, Bank Account Statement, IRD Letter, Power Bill or Mobile Phone Bill.)

### **Out of Zone Enrolments**

Each term, the Board will review the roll and decide whether there are any vacancies in the following term for students living outside of the zone and will decide whether it has general vacancies or just vacancies in specified year levels only. The Board publishes this information in The Press newspaper. The notice will specify a date by which all applications must be received and the date of the ballot if this should take place.

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

1. first priority must be given to any applicant who is accepted for enrolment in a special programme run by the school
2. second priority must be given to any applicant who is the sibling of a current student of the school
3. third priority must be given to any student who is the sibling of a former student of the school
4. fourth priority must be given to any applicant who is a child of a former student of the school
5. 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
6. sixth priority must be given to all other applicants.

If the board receives fewer applications than there are places available all applicants will be enrolled.

If there are more applicants in the priority groups than there are places available, selection within the priority group will be by a ballot conducted in accordance with instruction 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.

This scheme will be reviewed by the Board before 1 May each year. This scheme will abide by the regulations as laid out by the Ministry of Education contained within their Enrolment School Guidelines.

## **OTHER USEFUL INFORMATION**

### **Our Staff**

Information about our staff available on the school website.

### **Absence and Attendance**

By regulation, children are required to attend school unless prevented by illness or some special home circumstances. For the child's safety, parents are asked to let the school know by 8.55am if their child is to be absent. This can be done by email ([absentees@ilam.school.nz](mailto:absentees@ilam.school.nz)), text (027 7500 349), by phone (03 348 7492), or by oral message from another member of the family. If a child fails to arrive and the school has not been notified, the parents/caregivers will be sent a text message advising that their child is not at school.

### **Accidents/Sickness**

Minor bumps and scratches receive first aid treatment. In more serious cases you will be contacted as soon as possible so that you can take your child to the family doctor. You are requested to keep the school informed of any change of emergency or work phone numbers. Unfortunately as our resources cater only for "first aid" we have neither the facilities nor personnel to care for an obviously sick child.

### **Administration**

#### School Hours

8:30am – 8.55am	Patrols operate on Ilam Road (Students can enter class)
8:55 am	Bell – children assemble for classes
10:30am – 10:50am	Morning interval
12.30pm – 1:25pm	Lunchtime
3:00pm	Classes end
3:00pm – 3:15pm	Patrols operate on Ilam Road

Teachers cannot accept responsibility for any child at school before 8:30am. To ensure that teachers busy with preparation for the day are not disturbed, children are not permitted to approach school classrooms until the 8:30am bell sounds. Pupils arriving before this time may wait in the Senior School area. At the end of the school day all children not taking part in a supervised programme or sports practice are expected to be clear of the grounds by 3:15pm. Any children not collected by 3:15pm should report to the office.

The school office is open from 8:30am to 4:00pm.

### **Ilam OSCAR - Before & After School Care**

Ilam OSCAR provides a safe, organised, fun and above all quality out of school care programme, which caters for children's different ages, gender and cultural backgrounds while attempting to encompass individual needs and interest. Staff are carefully selected to meet the high standards of programme delivery set by the programme director.

### **Hours of operation:**

7:15am - 8:30am - \$8 per session

3:00pm - 4:30pm - \$10 per session

3:00pm - 6:00pm - \$20 per session

Holiday Programme:

8:00am - 6:00pm - \$35 - \$60 per day (Prices vary depending on activities)

If you would like to enrol your child/ren into the Ilam OSCAR programme please email [oscar@ilam.school.nz](mailto:oscar@ilam.school.nz)

### **Bikes and Scooters**

No child under the age of 9 years is permitted to ride a bicycle to school. This follows the road safety guidelines of the New Zealand Police. Children riding to school must wear a safety helmet and keep their bikes in the bike stands provided.

In the interests of safety, **BICYCLES AND SCOOTERS MUST NOT BE RIDDEN IN THE SCHOOL GROUNDS.**

### **Board of Trustees**

As with all state schools, Ilam has an elected Board of Trustees whose role is to govern the school. Five Board of Trustees' members are elected every three years. Staff at the same time will elect a Staff Representative.

### **Emergency Situations**

Staff and children at Ilam regularly practice earthquake, fire and lockdown safety response procedures.

The staff know that in an emergency some children may not be collected on time and know that children remain their responsibility. Should the school for safety reasons decide to close, students will not be released except to a parent/caregiver or other approved adult. When collecting your child, tell your class teacher that your child is leaving the school grounds. This roll check is a vital information source for the school.

### **Communication with the School**

Good communication between home and school is essential. If you have a concern regarding a class issue make early contact with your child's teacher. Contact the Team Leader if there remains an ongoing concern that has not been resolved. If the problem concerns matters outside the classroom and both of these avenues have been tried contact the Principal regarding your unresolved problem.

### **Dental Services**

Children receive dental check-ups from a mobile unit that visits the school on an annual basis. If children need urgent treatment parents/caregivers can contact the Dental Therapists by phoning 0800 846 983 to make appointments or enrol children from three years of age.

### **Behaviour**

Positive encouragement and support is provided to children who display initiative and common sense. We expect children to take responsibility for their own actions and to respect the rights and feelings of others. School-wide Behaviour Management procedures are used to allow staff and students to work in a positive, constructive and peaceful environment.

Parents will be informed if a child's behaviour causes concern and an appropriate plan of action put in place. The school's health curriculum incorporates anti-bullying programmes.

Any concerns regarding behaviour and discipline should be conveyed to your child's teacher in the first instance. Prompt and early intervention is the most effective way of dealing with a problem.

### **ESOL Programme (English for Speakers of Other Languages)**

Ilam School has a well resourced ESOL programme, that is responsive to the needs of students from non-English speaking backgrounds.

On arrival at Ilam School, students will be referred to the Head of ESOL for an interview and English assessment. Students will be tested on their basic English knowledge to inform the teacher of their level of English and any other needs they may have.

Students that require an English language programme will be placed in an appropriate group with one of the ESOL teachers or English Language assistants.

Students in the ESOL programme are assessed every six months to ensure they are making progress in their listening, speaking, reading and writing. This information is shared with parents at student learning conferences.

Once students have reached a certain level of competency, they will be discontinued from the ESOL programme. They will be monitored for the next 12 months to ensure they continue to make progress.

There are limited spaces in the ESOL programme, so students with the highest needs will be taken first. Teachers and ESOL staff work together to ensure they are best meeting the needs of the students in the programme.

### **School Donations**

The Board of Trustees have opted into the government's new school donation scheme from the start of the 2020 school year. As a result parents are not asked for any donation, including that which contributes to trips. The only exceptions are school camps and voluntary activities.

### **Homework**

Early in the year your child's teacher will outline homework routines and expectations. It is hoped that homework tasks will be seen as a chance for parents to share in their child's learning in a positive and supportive way.

### **Houses**

All children attending Ilam are placed into one of the five school Houses, each wearing different House colours at various events.

Conway	Hurunui	Rakaia	Waimakari	Waitaki
Green	Blue	Orange	Yellow	Red

The Houses provide for healthy competition within the school. To help with the hype and excitement around school house events, all children from the same family are in the same house. Throughout each term, students will have many opportunities to participate in house events and earn points for their house. Staff are also part of a school house. The House Cup, presented at the final assembly of the year, is keenly contested for.

### **Infectious Diseases**

Please keep your child at home if he/she is unwell to prevent the spread of infection to other students. Children suffering from chicken pox or measles, or other more serious childhood diseases, should remain at home until the risk of infection has truly passed. Please notify the school of any absence and any notifiable disease.

### **Digital Technology**

Ilam School is equipped with an extensive range of digital resources which help provide pupils and staff the tools to use and present information. Children are involved in additional lessons to help them develop understandings and apply cyber safety strategies and critical approaches to using online information. Filtering software and up to date virus protection is installed on computers throughout the school.

### **Cultural Leaders**

Year 6 children, representing different cultures in the school are nominated by the teacher in charge of ESOL to be Cultural Leaders. They help with cultural lunches, cultural days and cultural games. At times they assist with greeting international visitors and helping children from other cultures assimilate to our school. On occasions they report to the school via school assemblies.

### **Learning Support**

Children with identified learning needs are provided with extra support, as their needs dictate. Ilam School employs staff to work alongside the classroom teacher. We also have access to a highly qualified Resource Teachers of Learning and Behaviour (RTLb) who work with individuals and whole classes as required, via their classroom teacher. If you have any concerns about your child's learning needs, do not hesitate to talk to your child's teacher.

### **Leaving the School Grounds**

Children may not leave the school grounds at any time during the day without permission from a parent.

### **Library**

The library is open from 8.30am, at morning tea and lunch times for children to browse, do research or change books.

Each year children in Years 5 and 6 are trained to assist the library staff with the day to day running of the library at playtimes and lunchtimes.

### **Music**

All children have the opportunity to be involved in excellent choirs at their team level. Children in the Senior Choir also have the opportunity to perform with a large number of

other Christchurch school children at the North West Music Festival and the Christchurch Schools' Music Festival.

Participation in the school orchestra is offered to children who play an instrument – all children who have a basic ability in reading music can enter into the orchestra – their skills always improve rapidly. We are fortunate to have music tutors who offer individual tuition on a variety of musical instruments: bookings are essential and can be made at the school office.

## **Newsletter**

### **Paper copies of class and school newsletters**

Parents can either receive a paper or emailed copy of class and school newsletters. Class newsletters are sent home on a Thursday or a Friday, with Year 1 and 2 teachers sending a newsletter home every week, while Year 3-6 teachers send newsletters every fortnight. School newsletters are sent home fortnightly. Copies of all newsletters can be found on the Communication Page of our website -

<https://www.ilam.school.nz/communication/>

## **Reporting to Parents**

Purposes:

- To keep parents informed of the child's development, learning progress, and achievements.
- To keep teachers informed of parental concerns about their child.
- To help parents become actively involved in their child's learning.
- To ensure there is open and honest communication between teacher and parents.

Positive, open relationships between parents and teachers are paramount in achieving success for children. Reports will be given to parents at Learning Conferences and discussed as to their meaning. It is often easier to talk through where your children are expected to be achieving at, how this compares to their current achievement, and where their next learning steps are, than just sending home a report for you to interpret. The written report you receive at the interviews will be an overview of this conversation.

Parents who have any issues regarding their child's academic or social development, are encouraged to contact their child's teacher as soon as the concern occurs.

## **Road Patrol**

Pupils are trained and selected by our local Police Education Officer. They patrol the crossing on Ilam Road under adult supervision from 8.30am – 8.55am and then again after school from 3.00pm – 3.15pm on school days.

## **Safety at School**

Ilam is very aware of the need to provide a safe environment for all children. Regular supervision by a member of staff takes place at lunch and play breaks. Regular checks are made of the playground and the surrounding environment to ensure that a safe physical environment is provided.

### **Stationery**

During Term 4 you will be advised of your child's class, teacher and stationery requirements for the following year. Stationery can be purchased online or you may wish to source items yourself. Please ensure your child has the required stationery so he/she is ready to begin work on the first day. The school does have small supplies of most stationery items in stock that are available for purchase throughout the year.

### **Student Council**

Each year up to 10 students are nominated to form the Ilam School Council. Meetings take place throughout each term. The School Council is responsible for helping with school initiatives, school events, fundraising for charities and for bringing any issues or ideas, which they think need to be addressed.

### **Sun Care**

Every summer the teachers try to make the children aware of the dangers of over exposure to the sun. We encourage children to wear sun hats and sun block when appropriate. During terms one and four, children who are not wearing sun hats are required to play in a shady area.

### **Swim Fortnight**

Every year the children participate in an intensive swimming programme. This programme, which usually takes place in November / December, is held off-site under the guidance of skilled and well-trained swimming coaches. The children are bussed to and from the pool daily.

### **Swimming Pool Hire**

Parents & caregivers of children who attend Ilam School will have the opportunity to hire a key in order to gain access to the school swimming pool during December holidays. The pool will be available for key holders from December through until mid-March. Key holders will be able to access the pool on school days between 3:30pm and 8:00pm and during weekends and the Christmas Holidays between 9:00am & 8:00pm. Keys will cost \$70. More information will be provided in our newsletters and facebook page.

### **Term Dates 2021**

- Term 1 Wednesday 3 February – Friday 16 April
- Term 2 Monday 3 May – Friday 9 July
- Term 3 Monday 26 July – Friday 1 October
- Term 4 Monday 18 October – Thursday 16 December

### **Uniform**

The school promotes the wearing of the school uniform at Ilam. The wearing of the school uniform enhances the school identity, provides good quality, economical clothing and eliminates problems of clothing competitiveness.

All clothing should be clearly named. Lost property is stored at the school for a short period and unclaimed items are then disposed of.

### **Guidelines**

All students are encouraged to wear the school uniform. The uniform is available from the Warehouse and Mainland Uniforms 376 Ilam Road, Bryndwr. For safety reasons earrings (other than studs), jandals, jewellery and unsuitable footwear will not be permitted. The basic school uniform is as set out below. All items must be named please.

Boys	Winter	Navy blue shorts or navy blue school track pants or navy blue brunner pants Royal blue school polo shirt Blue school sweatshirt or tunic top or polar fleece
	Summer	Navy blue shorts Royal blue school polo shirt Royal blue school sweatshirt or tunic top or polar fleece Royal blue hat
Girls	Winter	Douglas tartan woollen/polyester pinafore with pleated kilt front skirt Navy blue school track pants or navy blue brunner trackpants Royal blue skivvie Royal blue cardigan, royal blue school sweatshirt or tunic top or polar fleece
	Summer	Navy tights/navy/white socks Blue checked zip-front dress Blue checked culottes Royal blue school polo shirt Royal blue school sweatshirt or tunic top or polar fleece Royal blue hat
Footwear Boys & Girls		Sneakers/trainers are preferred for health reasons. No shoes with wheels of flashing light are permitted.

### Second-hand Uniforms

The PTA organises 'Second Hand Clothing Sales' on a number of occasions throughout the year - dates advised through the school newsletter.

<p><b>Mainland Uniform – New Entrant Special</b></p>
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<p>Receive \$10 discount when you spend over \$100 on New Entrant's Uniform.</p>
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### Our Vision



At Ilam School we want to prepare our learners for their futures. Whatever that future brings, we know they must be able to collaborate with others to solve complex problems for a better world. Today’s learners will need to be highly literate and numerate with innovative, computational, critical thinking, problem solving, teamwork, good communication and creativity capabilities and cultural competences. We believe these key areas will enable Ilam School children to thrive as they head into their futures.

**‘I Belong/ Kua Whai Turangawaewae Au’** is all about being secure in ourselves as well as the ability to understand & respect others regardless of gender, ethnicity or religion. We want children to be proud of their identity, however they must also respect others as well as develop the skills and ability to understand, talk to and effectively interact with people across different cultures. ‘I Belong’ is also about developing the ability to collaborate and co-operate with others. We want our children to show kindness care and concern for others, our community and the environment.

**‘I Explore/Ka Whakatewhatewha Au’** is all about learning. We want children to be curious learners who use a range of thinking strategies to solve problems and are encouraged to be innovative and creative. We also want them to be adventurous and take risks with their learning, and understand that learning happens everywhere.

**‘I Question / Ka urupounamu Au’** is about thinking for yourself asking ‘What If?’ We want children to ask informed questions and to actively seek the thoughts of others and endeavour to understand why they are thinking in a particular way. We want children to build trust with others so that they can ask hard questions and debate with each other. We want children to have the confidence to share their opinions with others, but also ensuring they listen to others opinions actively. We want children to be thinking creatively and asking ‘What If?’ orld.

**‘I Strive / Ka Whakarīrā Au’** is about personal best and having a ‘can do’ attitude. We want our children to aim high and work hard to achieve personal excellence. We want to encourage them to have a positive attitude to learning, showing grit to overcome

challenges. We want children to develop a growth mindset, being confident to take risks, reflecting on their own learning and looking for feedback in order to improve.

**'I Give Back / Ka Takoha Au'** is about children contributing to their community regardless of age. We want our children to make a positive difference by giving up some of their own time so others benefit from their leadership and experience. We want children to endeavour to leave their world in a better place than they found it.

### **Our Values**

Values are described as beliefs about what is important or desirable. They encourage thinking from children and are expressed through the ways in which people speak and act. Many schools in New Zealand have a set of values; in essence they have replaced the old 'school rules'.

Our four values are being:

- Respectful
- Kind
- Positive
- Safe

### **ILAM SCHOOL PARENT TEACHER ASSOCIATION (PTA)**

The main aims of the PTA are to provide a link between the school and homes, to bring the whole school community closer together through social activities, and to raise funds to provide improved facilities for the school community.

Once a month the PTA meets in the staff room (upstairs above the main office) to discuss and organise ways we may be involved in the life of the school. You are all most welcome to come to any of these meetings, they are a good way to learn more about the school.

If you are interested in being involved in any PTA activities please ask at the school office or come along to one of the advertised meetings. Please keep an eye on the school newsletter for notice of the next meeting.