



**PROSPECTUS**

**&**

**INFORMATION BOOK**

**2022**



## Welcome to Lawrence Area

The Principal and Staff of Lawrence Area School are friendly and approachable. We are very proud of our school, its history and its achievements. As a staff we are committed to working with families in the best interests of their children.

Our school's purpose is to provide all students with an education that challenges them to achieve personal standards of excellence and to reach their full potential within a safe environment.

## What is an Area School?

Area Schools are composite schools, mainly rural and isolated, that provide a 'seamless' education for New Entrant to Year 13 students.

Area Schools do have special advantages, particularly in the flexibility of programmes and range of resources we are able to provide. Our smallness of size and mix of age groups encourages a sense of responsibility and "family". Small class sizes enable more personal teaching and students do not become lost in the system.

## Our Area School

Our Area School caters for 145 students aged 5 to 18. Our school site is spacious and park-like, with generous sports grounds, gardens, adventure playground and tennis/netball courts. We have started a major rebuild and upgrade of our school buildings, with completion due in Term 1 2022.

Three other important on site features are the Educare, Tuapeka Aquatic Centre and Simpson Park complex, all of which enjoy considerable community support and use.

Lawrence Area School has links with Waitahuna School which contributes pupils at Year 7; our local Goldfields Kindergarten; the Area Schools network; local primary and secondary schools and Tertiary Institutions throughout Otago and Southland. The inclusive family atmosphere of the school is highly valued, as is the supportive relationship between school and community.

Lawrence Area School

18 Harrington Street

Lawrence

School Phone Numbers are:

Phone: 03 4859 906

Fax: 03 4859 907

Email: [office@las.school.nz](mailto:office@las.school.nz)



## Terms and Holidays 2022

Term 1	Tuesday 1st February – Thursday 14th April
Term 2	Monday 2 <sup>nd</sup> May – 8 <sup>th</sup> Friday July
Term 3	Monday 25 <sup>th</sup> July – Friday 30 <sup>th</sup> September
Term 4	Monday 19 <sup>th</sup> October – Wednesday 9th December

### **School Hours**

8.45am	Form Time
8.55am	Periods 1 & 2
10.55-11.25am	Interval
11.25am	Periods 3 & 4
1.25-2.10pm	Lunch
2.10pm	Periods 5
3.10pm	End of school day

## Staff, Board, PTA

### **Staff Personnel**

John Auld	Principal
Pauline Taylor	Deputy Principal
Sara McTavish	Associate Principal
Michelle O'Dell	
Elsa O'Sullivan (on leave)	
Linda Howell	
Jo Murray	
Sophie Brotherwood (on leave)	
Casey Young	
Zoe Taylor	
Gillian May	
Eileena Kenny	
Sally Benington	
Carla Murray	
Sarah Nicol	
Scott Muir	
Cara Homer	
Shar Conder	
Andrea Cotton	
Jennie Cameron	
Marie Thompson	
Tim Herbert	
Sue Wither	
Suzanne Stoddart	
Warren Sapsford	
Jan Harper	

### **Board of Trustees**

Konica Ponsonby	Chairperson
Gillian May	Secretary/Staff Rep
Dave O'Neill	Treasurer
Julie Joyce	BOT Rep
Steve Wither	BOT Rep
Jason Hodgson	Health & Safety
John Auld	Principal
Chloe Herbert	Student Rep
Melinda Cummings	Minute Secretary

### **PTA Committee**

Emma Wightman	President
Sheena Rishworth	Secretary
Lindsay Cook	Treasurer



## Communication

Lawrence Area School encourages open lines of communication between home and school by:

- ❑ Welcoming contact with the school, particularly when problems arise
- ❑ Welcoming enquiries about school activities
- ❑ Encourage parents in to view and take part in school activities
- ❑ Support an active Parent Teacher Association
- ❑ Provide written and oral reports on student progress
- ❑ Arranging a number of informal and formal parent/teacher meetings throughout the year
- ❑ Keeping parents informed about individual student issues
- ❑ Distributing a fortnightly newsletter to the community online
- ❑ Sharing our facilities with the community

### Enrolment

Parents please contact the school office – 4859906. Administration staff will assist and provide enrolment forms, general information and Prospectus/Information Booklet. Parents and pupils will be introduced to classroom teacher. Parents are welcome to meet with the Principal and Senior Staff.

### Pre School Visits & Liaison

The school welcomes visits from pre-school children and parents. Parents can arrange this by contacting the new entrant teacher or Junior School Deputy Principal.

### School Buses

Pupils who live more than 3.2 kms (under 10 years) or 4.8kms (over 10 years) from the school are entitled to travel on the school bus. Bus routes are:

**Beaumont**

**Tuapeka West**

**Waitahuna West**

**Waitahuna**

In the interests of safety excellent behaviour is expected of all pupils travelling on school buses. Please contact the Principal or Bus controller for further information.

### Attendance / Absence

Could parents please contact the school office by 9.30 on the day of absence. However, if you know beforehand please contact your child's teacher and advise of the absence (phone/email/messenger/written). Our school policy is to phone parents to confirm and ascertain reasons for absences.

### Uniform

Uniform is **compulsory** for students Years 0-12 (Policies included). All uniform items (except monogrammed items) can be purchased from NZ uniform store in Dunedin. The monogrammed items of uniform are **only** available for sale at the LAS Library.

### Stationery

A list is sent to parents, relative to class level prior to school starting. Parents have the option of purchasing items at school through the school library or at a stationery outlet. See the Tuapeka Times for details early in the New Year.

### Fees

Some courses have fees for take home elements. These can be paid at the same time as stationery purchases are made, or will otherwise be invoiced.



## Reporting to Parents

Mid and End of Year written reports are provided to parents of Years 0-10 students.

Parent/Teacher interviews are held in:

- Term One: Reasonably informal opportunity to meet the teacher and discuss your child's programme.
- Mid-Year: Based around the written report. A formal opportunity to discuss your child's progress.
- NCEA: Regular NCEA check-ups are sent out to parents and students that contain teacher's 'Next Steps', Student's Learning Goals and Achievement results.

Reports for Years 11-13 students are provided to parents in Terms 2 & 4.

Parents and classroom teachers are able to arrange interviews at any time in order to fully support children's learning.

## Homework

Our policy is to provide a modest amount of homework on a regular basis. Homework helps reinforce learning, builds self-management skills and helps create good work habits. This requires a working partnership between school and home. Age and ability will determine the amount of homework. Guidelines are:

Yrs 1-3	10-20 minutes	Yrs 9-10	up to 1 hour
Yr 4	20 minutes	Yrs 11-13	up to 2 hours
Yrs 5-8	20-30 minutes		

## Newsletter

A full and informative review/preview of school activities and events is provided to all households fortnightly and is sent out via email as well as being on the school website. Feedback, articles, notices are welcome. Please contact the school office.



## **Reading Recovery**

Lawrence Area School has made a commitment to children's reading and to this end ensures teachers are trained and qualified to teach Reading Recovery.

The Reading Recovery programme is an early intervention programme designed to reduce literacy problems by providing children with a second chance to learn after their first year at school.

This programme provides one to one instruction aimed directly at the child's level. It provides thirty minutes instruction daily over a period of up to twenty weeks. The teaching strives to make the child independent in reading and writing. A Reading Recovery Programme in a school means that in terms of literacy every child can have access to the best possible learning opportunities while being helped to his/her full potential. When children have finished the Programme, their progress is monitored fortnightly for three months and then monthly for three years.

## **Board of Trustees**

The Board meets each month. Parents and members of the public are welcome to attend. Time and date are advertised monthly. The Board 'governs' the operations of the school based on established policy. Copies of policies are available on request from the school office.

## **PTA**

The PTA is a very committed and proactive group. Meetings are held each term. This group of parents acts as a forum to organise activities, co-ordinate projects, fundraising ventures and distribute funds raised. Parents are actively encouraged to participate in this excellent organisation.

## **Use of School Facilities**

Community groups are encouraged to make use of school facilities: Library, Gymnasium, Specialist Classrooms, grounds etc for meetings, community education & activities. Please contact the Principal to discuss possible use.

## **Assemblies**

Junior School assemblies are held each Friday from 2.30pm onwards in the School Library

Senior School assemblies are held each Wednesday at 8.50am in the Library.

Whole School assemblies – parents will be informed via school newsletters.

## **School Magazine**

A reflective magazine is produced annually, collating the key events of the school year. The magazine is distributed to families.

## **Prize Giving**

A whole school prize giving is held in December. Parents and community members are invited to attend to celebrate the sporting, cultural and academic achievements of our students throughout the year.

## **Adult Students**

Adult students are welcome as part time or full-time students at any level. If you are at all interested, please contact the Principal.



## Curriculum 2022

Lawrence Area School	NetNZ	Correspondence
<b>Level 1</b>		
English Mathematics Science Food and Nutrition Graphics & Workshop Tech Physical Education & Health Social Sciences Digital Technology	Agriculture - Telford Equine - Telford Music Te Reo Maori Visual Arts Media Studies Business Studies Economics Japanese French Pre-Level 1 Spanish (not NCEA)	Accounting Economics History Geography Digital Technology Legal Studies
<b>Level 2</b>		
English Biology Chemistry Graphics & Workshop Tech Food & Nutrition STAR Physical Education & Health Physics Mathematics Digital Technology	Accounting Agriculture-Telford Economics Human Biology Mathematics Physical Education Visual Art Physics Te Reo Maori Electronics ICT (Technology) Music	English for the workplace Classical Studies Legal Studies L1 and L2 History Geography Media Studies Accounting Economics Digital Technology
<b>Level 3</b>		
Biology English Food & Nutrition Graphics & Materials Technology Gateway/STAR Transition Skills' Programme Chemistry Physical Education & Health Mathematics with Stats Mathematics with Calculus	Agriculture – Telford Art History Classical Studies Geography History Chemistry Physics Telford courses Visual Art Graphics & Workshop Tech	<i>Student Choice</i> <i>For Example:</i> Economics Chemistry Legal Studies Physics Maths with Calculus Maths with Statistics & Modelling Digital Technology



## Additional School Activities

### **Head Student(s)**

This position is elected from applicants for the student leadership team and selected by senior management. The head student(s) is/are a role model for other students, but also has the opportunity to develop his or her own interpersonal skills when confronting new situations. The Head Student(s) carry the good name of Lawrence Area School and upholds the values of the school and maintains its high standards of dress and behaviour at all times.

### **Area Schools' Leadership Course**

Students are nominated annually to take part in a weeklong course held in Banks Peninsula each year, which is aimed at developing self-esteem, confidence and leadership.

### **Board of Trustees Student Representative**

Lawrence Area School has chosen to retain their student representative. The Board sees him/her as an important liaison between students, school and the Board. It also gives students a unique insight into many managerial aspects of the school and to contribute positively to effect change.

### **School Leadership Group**

This group coordinated by Mrs McTavish and Mr Auld is the voice of students. It organises and leads many school activities including senior assembly and whole school assemblies. The head student and selected senior students make up this group.

### **House Captains**

Lawrence Area School has two Houses - Read and Woods - and healthy competition between the two is fostered mainly through sporting activities. The participation of everyone in each house is encouraged, cajoled and led by example by the two elected House Captains from each house.

### **Academic & Cultural**

Lawrence Area School provides a sound general education to meet the needs of students. Every student is encouraged to develop his/her academic potential to the fullest.

The management and staff accept the responsibility of delivering the curriculum as specified by the New Zealand Qualifications Authority, in line with all the new Curriculum changes. To complement our academic and cultural programmes the staff encourages students to participate fully in extracurricular activities:

Australia Maths Competition

Otago Problem Solving

BP Technology Challenge

Dance/Drama

Choir

School Productions

NetNZ

Kapahaka

Polyfest

New South Wales English Competition

Young Leaders

Speeches

Music Lessons by arrangement

Class Act

Otago University extension programmes

Science

Class Act



## Sport and Outdoor

All pupils have the opportunity to participate, enjoy and excel in a range of physical activities.

### **Athletics, Cross-Country and Swimming**

All pupils participate in athletics, cross-country and swimming. Based on performance pupils are selected to represent the school at regional and provincial competitions.

### **Gutbuster**

Students' Years 7-13 take part in individual and team's events.

### **Basketball, Cricket, Rugby, Netball, Soccer, Touch, Squash, Golf, Ki O Rahi**

Students successfully take part in school and club-based teams involved in local and provincial competitions. For a good number of pupils this has led on to representation at South West and Otago levels.

### **Skiing**

A school and community ski trip are organised annually for interested parties.

### **Southern Area Schools Tournament**

Students Years 9-13 annually take part in a three-day event combining the six Southern Area Schools: Catlins, Roxburgh, Waiau, Twizel, Maniototo and Lawrence. Students represent the school in a range of sporting and recreational events. This year's event is to be held at Twizel.

### **New Zealand Area Schools Tournament**

Based on performance selected students take part in a week-long national tournament competing against students from all around New Zealand.

### **Outdoor Education**

All pupils are involved in school trips and/or school camps.

- Yrs 0-3-day trip
- Yrs 3-4 overnight trip
- Yrs 5-6 Week long camp at Berwick or Tautuku alternatively.
- Yrs 7-8 Week long camp at Stewart Island/Queenstown
- Yrs 9 Wilderness Camp
- Yrs 10 Urban camp at Wellington
- Yrs 11-13 Leadership Course, Spirit of Adventure and Outward Bound
- Yr 13 New Zealand Area Schools Leadership Camp



## Guidance and Student Support

At Lawrence Area School we have personnel and systems in place to ensure that students get the support and assistance they need.

### **Classroom and Subject Teachers**

- Set the learning environment
- Provide subject and classroom support
- Liaise closely with parents

### **Student Leadership Team**

- Selected from applicants going into year 13 and head student
- Represent students/student voice

### **Student Representative (BOT)**

- Acts as a liaison person between students and Board of Trustees

### **Transition Teacher**

- Vocational advice and skill
- Development of life skills

### **Career Education**

- Ongoing from Yr 7 to Yr 13
- Co-ordinated by Transition Teacher

### **Management Team**

- Overall school policy and discipline

### **Head Students**

- Exercise leadership in the school
- Encourage participation, spirit and pride in the school

### **Police Youth Aide Officer**

- Advice, guidance and discipline
- Liaises with student, family and school

### **Public Health Nurse/Youth Health Clinic**

(these are held each month)

- The clinic offers information and education on a wide range of health issues
- The clinic is free and confidential
- Support is offered to students and their families

### **Counselling**

- A guidance counselling service is available for students who require personal and social support

### **PTA**

- A parental group who have a special interest in the learning and success of all pupils

### **Specialist Education Services**

- RTLB
- Truancy
- Referral

### **Course Counselling & PCLPs**

- Yrs 10-13 students and parents will receive intensive course counselling throughout the year, culminating in Term 4 with an Information Evening

### **Police Education Officer**

- Co-ordinates and leads pupils or teachers in:
  - KOS – Keeping Ourselves Safe
  - Kia Kaha – Stand Strong
  - DARE – Drug and Alcohol Resistance Education
  - Safety – Road and Bicycle Safety



## Uniform Policy Yr 0-6

This uniform is compulsory for all students from Year 0 to Year 6. Parents/caregivers are encouraged to actively supervise the wearing of school uniform and to encourage the highest personal standards in dress and grooming. All articles of uniform are compulsory unless stated as optional. All uniform articles must be clearly named.

### **GIRLS' UNIFORM – Available from NZ Uniforms and online**

#### **Summer Uniform**

Polo: White short sleeved Polo Shirt  
Culottes: Navy Culottes  
Sandals/Shoes: Black leather sandal with a buckle and strap/Velcro fastener – to be worn without socks **Or** Black leather school shoes (no hi-tops, boots or canvas shoes) with white ankle length socks  
Jersey: Navy monogrammed Jersey (order through school library)  
Sunhat: Brimmed navy sunhat

#### **Winter Uniform – As above with the following options**

Trackpants: Navy Straight Leg Pants  
Culottes: May be worn with navy tights  
Thermals: A plain black thermal may be worn under the polo  
Footwear: Black leather school shoes (no hi-tops, boots or canvas shoes)

### **BOYS' UNIFORM – Available from NZ Uniforms and online**

#### **Summer Uniform**

Shorts: Grey Bochi  
Polo: Podium Sky Blue Short Sleeve Polo Shirt  
Sandals/Shoes: Black leather sandal with a buckle and strap/Velcro fastener – to be worn without socks **Or** Black leather school shoes (no hi-tops, boots or canvas shoes) with grey knee length school socks with two blue bands  
Jersey: Navy monogrammed Jersey (order through school library)  
Sunhat: Brimmed navy sunhat

#### **Winter Uniform**

Trackpants: Navy Straight Leg Pants  
Thermal: A black long sleeve thermal may be worn under the polo (optional)  
Footwear: Black leather school shoes (no hi-tops, boots or canvas shoes)

### **PHYSICAL EDUCATION AND SPORT UNIFORM**

Shirt: Navy/gold monogrammed t-shirt - *available from NZ Uniforms and online*  
Optional Extra: Navy/gold monogrammed hoody - *available from NZ Uniforms and online*  
Shorts: Plain navy or black shorts  
Socks: White  
Shoes: Non-marking runners/sneakers

### **STUDENTS REPRESENTING LAWRENCE AREA SCHOOL**

School tracksuits will be supplied by the school for use during outings where possible.

### **JEWELLERY/HAIR**

Jewellery that is permitted at school:

- a wristwatch
- up to two studs per ear
- cultural items will be discussed with the principal.

Hair is to be kept neatly pulled back, off the face with brown, black, blue or green hair ties and/or headbands



## Uniform Policy Yr 7-13

This uniform is compulsory for all students from Year 7 to Year 12. Year 13 students have the option of wearing mufti as described below. Parents/caregivers are encouraged to actively supervise the wearing of school uniform and to encourage the highest personal standards in dress and grooming.

All articles of uniform are compulsory unless stated as optional. All uniform articles must be clearly named.

### **GIRLS' UNIFORM – Available from NZ Uniforms and online**

#### **Summer Uniform**

- Blouse: White over blouse  
Skirt: Royal tartan wrap around (made to measure at NZ Uniforms)  
*(Year 7 & 8 girls may continue to wear culottes from the Year 0 to 6 uniform)*  
Footwear: Sandals (black or brown) with buckle and strap to be worn with no socks **Or** black leather school shoes (no hi-tops, boots or canvas shoes) with white ankle length socks  
Jersey: Navy monogrammed Jersey (order through school library)  
Sunhat: Yr 7/8 brimmed navy sunhat  
Yr 9–13 Navy bucket hat or sports cap

#### **Winter Uniform**

- Blouse: White over blouse short/long sleeved  
Jersey: Navy monogrammed Jersey (order through school library)  
Skirt: Royal tartan wrap around (made to measure at NZ Uniforms)  
Tights: Plain navy tights only (no long socks)  
Footwear: Black leather school shoes (no hi-tops, boots or canvas shoes) with white ankle length socks or navy tights  
Thermal: A black long-sleeved thermal may be worn under the blouse (optional)

### **BOYS' UNIFORM – Available from NZ Uniforms and online**

#### **Summer Uniform**

- Shorts: Chromium Grey drill  
*(Year 7 & 8 boys may continue to wear shorts from the Year 0 to 6 uniform)*  
Shirt: Powder blue short sleeved shirt  
Footwear: Sandals (black or brown) with Buckle and strap to be worn with no socks or black leather school shoes (no hi-tops, boots or canvas shoes) with grey knee length school socks with two blue bands  
Jersey: Navy monogrammed Jersey (order through school library)  
Sunhat: Yr 7/8 brimmed navy sunhat  
Yr 9–13 Navy bucket hat or sports cap

#### **Winter Uniform**

- Shirt: Powder blue short/long sleeved  
Jersey: Navy monogrammed Jersey (order through school library)  
Shorts: Grey drill or long grey trousers  
Footwear: Black leather school shoes (no hi-tops, boots or canvas shoes) with grey knee length school socks with two blue bands  
Thermal: A black long sleeve thermal may be worn under the shirt (optional)

## **PHYSICAL EDUCATION AND SPORT UNIFORM**

Shirt:	Navy/gold monogrammed t-shirt - <i>available from NZ Uniforms and online</i>
Optional Extras:	Navy/gold monogrammed singlet and/or hoody - <i>available from NZ Uniforms and online</i>
Shorts:	Plain navy or black shorts
Optional extra (girls):	Plain black (full or half length) leggings may be worn
Socks:	White
Shoes:	Non-marking runners/sneakers

## **STUDENTS REPRESENTING LAWRENCE AREA SCHOOL**

School tracksuits will be supplied by the school for use during outings where possible.

## **JEWELLERY/HAIR**

Jewellery that is permitted at school:

- a wristwatch
- up to two studs per ear
- one facial piercing is permitted, but students must remove this when representing the school, and during physical activities
- cultural items will be discussed with the principal.

Hair is to be kept neatly pulled back, off the face with brown, black, blue or green hair ties and/or headbands. Boys must be clean shaven.

## **MAKE-UP**

With the exception of light foundation, no make-up is to be worn.

## **YEAR 12 BLAZER**

Hired from the school at a cost of \$40 a year.

## **YEAR 13 MUFTI**

Mufti of a neat appearance and within the bounds of good taste is to be worn.

School uniform must be retained for formal events. Dress uniform borrowed from the school for formal occasions.



## Code of Conduct

Lawrence Area School is a warm friendly place to attend; students are both helpful and caring. The Code of Conduct will help to keep it this way. You and fellow pupils will gain much from this school environment and each other if you follow the Code of Conduct.

### **BE THOUGHTFUL, CO-OPERATIVE AND TOLERANT**

This makes it easier for you to live and learn together.  
Treat people the way you would like to be treated.

### **MAKE THE MOST OF YOUR OPPORTUNITIES**

Make the most of the opportunities provided by Lawrence Area School  
whether they are academic, sporting or cultural.

Remember - "The more you put into something, the more you will get out of it."

### **BE WELL MANNERED, CONSIDERATE AND FRIENDLY TO EVERYONE**

This makes it easier to learn and live together and the whole school gains respect.

### **DRESS CORRECTLY AND BEHAVE IN AN APPROPRIATE MANNER**

This brings credit to you, your school and the community.

The following types of behaviour are NOT acceptable from Lawrence Area School students and will be dealt with according to our Guidance and Discipline Procedure at the appropriate level.

<b>Level 1 Classroom Teacher</b>	<b>Level 2 Deputy Principal</b>	<b>Level 3 Principal</b>
<ul style="list-style-type: none"><li>▪ Incomplete homework</li><li>▪ Incomplete classroom work</li><li>▪ Disruptive behaviour</li><li>▪ Defiance</li><li>▪ Incorrect uniform</li><li>▪ Chewing of gum</li><li>▪ Eating in class</li><li>▪ Attendance issues</li></ul>	<ul style="list-style-type: none"><li>▪ Rude or abusive behaviour</li><li>▪ Bullying, violence or threatening behaviour</li><li>▪ Damaging or stealing property</li><li>▪ Or any of the above behaviours listed in Level 1 if occurring repeatedly</li></ul>	<ul style="list-style-type: none"><li>▪ Possessing or using substances (tobacco, alcohol and illegal drugs)</li><li>▪ Possessing a dangerous item at school</li><li>▪ Gross misconduct</li></ul>

We like to see....

**RESPECT ,  
RESPONSIBILITY ,  
MOTIVATION and**

**HONESTY**



## SCHOOL RULES

The rules are not intended to limit freedom, but to enable all members of the school community to work in an environment that is safe, positive and consistent. The following rules reflect our schools mission statement.

### “Prepare students to have the confidence to meet life challenges”

In order to protect the interests of students and the reputation of the school an “*in loco parentis*” role is adopted and thus, the school rules apply from the time a student leaves home until they return home and in all school-related transport, excursions and activities. The rules are based firmly on a code of conduct and around the school’s key values of

### Respect, Responsibility, Motivation and Honesty

Enrolment and continued attendance at Lawrence Area School is conditional on a student agreeing to the following:

#### Respect for Attainment

- To strive to reach personal best in all aspects of class and extra-curricular activities. To aim to establish personal goals which are positive and attainable.
- To not interfere in any way with the learning of others, and to respect their rights to study in an effective environment
- To not interfere in any way with the teaching of teachers, and to respect their rights to teach in an effective environment
- To do homework that is set
- To display personal responsibility and accountability for learning by catching up on work missed for any reason

#### Respect for Self and Others

- To wear school uniform as specified, correctly and with pride
- To not steal, and not borrow without the owner’s permission
- To refrain from all forms of violence to others, whether verbal or physical
- To display courtesy at all times and have a welcoming attitude to visitors and new-comers
- To respect the authority of all teachers and other staff members
- To move quickly and quietly between classes and not disrupt others
- To avoid all forms of sexual harassment, or comment or action that indicates prejudice of race or creed
- To avoid all forms of “put-downs” for those who are seeking to do their best for themselves or others
- To respect the schools cell phone policy by handing cell phones into the office at the start of the school day.
- Cell phones seen will be removed. Use i-pods (or similar) only with the permission of the teacher and never at a level that disturbs others.
- To show respect for the teaching environment by not moving around the room unnecessarily and by not calling out responses- unless specifically told to by the teacher
- Water bottles are permitted in class. Under most circumstances there is to be no eating in class.
- Chewing of gum is prohibited
- To not have in their possession or be under the influence of tobacco, alcohol, illegal drugs or inappropriate ‘medicines’

#### Respect for the School Environment

- To protect the school environment and not to damage or deface any furniture, buildings, trees, notice boards, displays, or other school facilities
- To report any damage seen
- To keep the school environments clean by not dropping any litter, and to assist the school by a willingness to pick up litter dropped by others
- To keep off areas deemed to be out of bounds

#### Respect for Responsibility

- To be involved as far as possible in school activities, but to ensure a balance of time and effort among all activities
- To display a commitment to all those people involved in school activities, e.g. coaches, team mates, parents, community members
- To apologise sincerely for wrong doings to others, and to pay for the damage caused

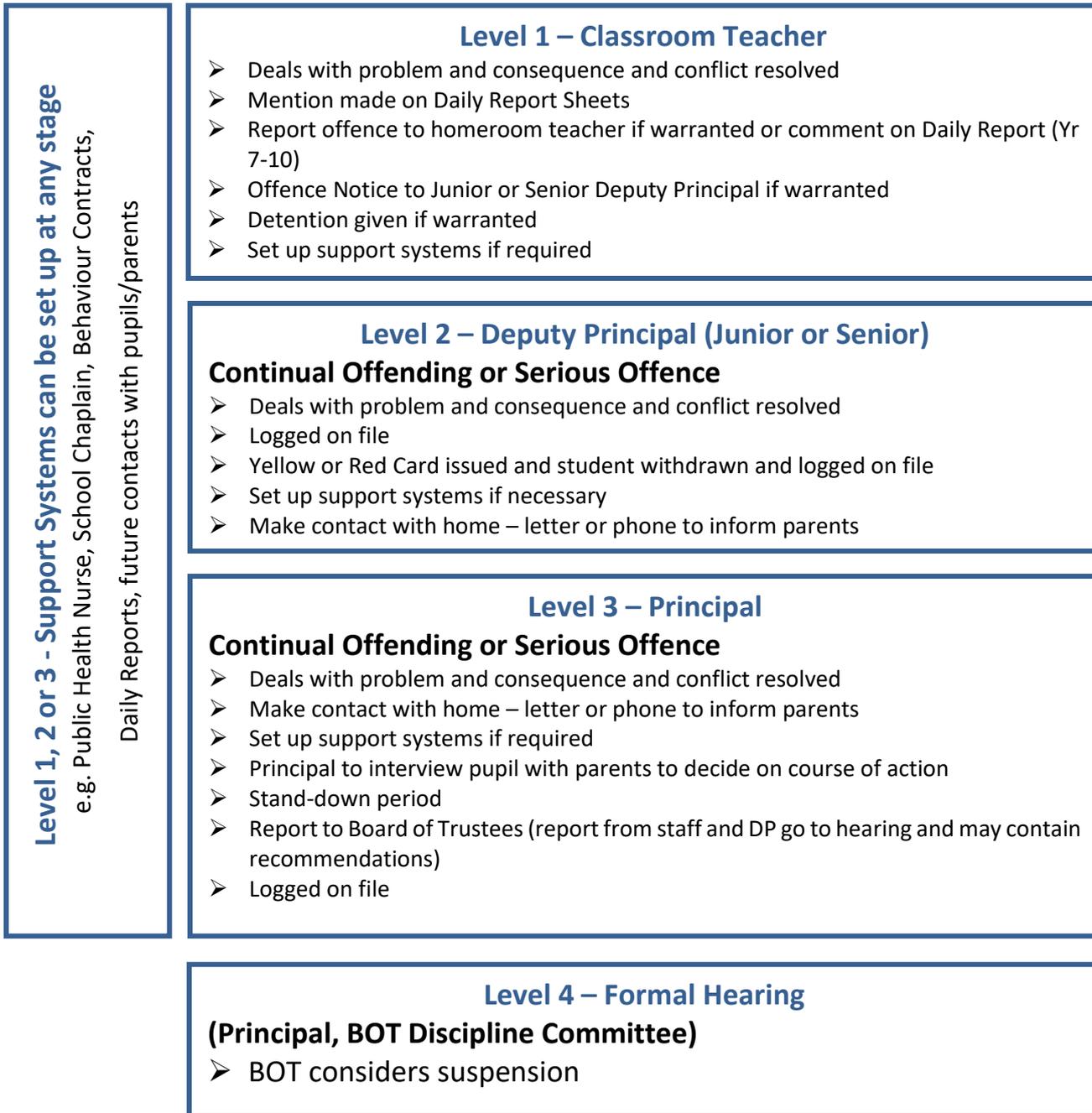


- To use sign in/sign out procedures as is appropriate. Do not leave the school grounds without permission

## Guidance and Discipline Procedure

We at Lawrence Area School expect a high standard in all areas – notably attitude and behaviour as per our Code of Conduct.

If not, our Guidance and Discipline Procedure will progress as follows:



What discipline level is used, and the number of offences required before being acted upon, is dependent upon the nature of the offence and the age of the student. Good documentation is essential at all points of the profile. There are a number of opportunities for support systems, behaviour contracts and effective counselling to be set up. The process is not solely punitive. The intention is to have students change their behaviour/attitude.



# Enrolment Form

## Student Details

Surname: \_\_\_\_\_ First Names: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Address: \_\_\_\_\_

Male  Female

\_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Ethnic Group \_\_\_\_\_ Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
e.g. NZ European, Maori, Cook Island Maori, Samoan, Japanese (you may belong to more than one group)

Citizenship \_\_\_\_\_ IWI \_\_\_\_\_

Photocopy of Birth Certificate (No \_\_\_\_\_) or Passport No \_\_\_\_\_  
(showing Residency Status)

## Caregivers Details

Surname Mr./Mrs./Miss/Ms.

\_\_\_\_\_

First Names \_\_\_\_\_

Relationship \_\_\_\_\_

Phones: Home \_\_\_\_\_ Work \_\_\_\_\_

Email: \_\_\_\_\_

Cell: \_\_\_\_\_

Occupation \_\_\_\_\_

Surname Mr./Mrs./Miss/Ms.

\_\_\_\_\_

First Names \_\_\_\_\_

Relationship \_\_\_\_\_

Phones: Home \_\_\_\_\_ Work \_\_\_\_\_

Email: \_\_\_\_\_

Cell: \_\_\_\_\_

Occupation \_\_\_\_\_

Emergency Caregiver (e.g. grandparent, neighbour, friend of family)

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

## Last School/Pre School

School: \_\_\_\_\_

Address: \_\_\_\_\_

Year: \_\_\_\_\_

### Immunisation Details

Cert Shown  Immunisation Complete

### Other Medical/Allergy Details

Doctor: \_\_\_\_\_

Special Learning Needs

Caregivers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For School Use

Year \_\_\_\_ Bus \_\_\_\_ Room \_\_\_\_ House \_\_\_\_ On ENROL  Enrolment No



Dear Parents,

We are seeking your permission in respect of the three following matters.

**Learning opportunities within Lawrence.**

From time to time teachers extend their lessons beyond the classroom and beyond the school grounds within Lawrence e.g. visiting the Library or Museum, singing to the elderly, cross country training.

We seek your permission for these small outings for the 2022 school year.

Please note that appropriate teacher/adult supervision will always be provided, and where ever

possible you will be informed about the outing.

You have our permission to take \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
on class learning opportunities within Lawrence that occur in the 2022 school year.

\_\_\_\_\_ signed

Parents Name: \_\_\_\_\_

**Photographs 2022**

We seek your permission to use photographs of children engaged in school activities in the following forums: school newsletter, school magazine, school website, slide show display on screen in the school office, Area School publications.

We give our permission/do not give our permission for school-based photographs to be used in the afore mentioned forums for our children.

\_\_\_\_\_ signed

Parents Name: \_\_\_\_\_

**Cyber Citizenship 2022**

We will encourage \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, to be a good cyber citizen, who uses information technologies and devices safely and appropriately.

\_\_\_\_\_ signed

Parents Name: \_\_\_\_\_