



Welcome



Kia Ora and welcome to our school. We welcome you as a new member of Donovan Primary. This booklet outlines some useful information for you as new parents. This information is not definitive so communication is our catch phrase. We hope that through open and frequent communication we can make lasting relationships between home and school. Our team is here to take your child on a journey of 'raising achievement'. Enjoy the ride.

Peter Hopwood—Principal

Brief History:

Donovan Primary was established on 31 January 2005, following the restructure of Invercargill Schools. Three schools merged (Grasmere, Waikiwi and West Plains) to form a new school on the site of the closed Intermediate School located on Drury Lane.

Our school is a Year 0 – Year 6 school with a decile 6 rating. We are the only state primary school in the north west quadrant of Invercargill.

Our Vision for Donovan Primary

The Donovan way celebrates uniqueness, where learning is encouraged through personal growth and engagement to create resilient, empathetic and adaptable lifelong learners.

The Staff and Board of Trustees of Donovan Primary welcome your family and want your association with the school to be an enjoyable one. The school is sensitive to the individual needs of each child and sets out to meet them. It is the desire of the school to have open communications.

Key Competencies

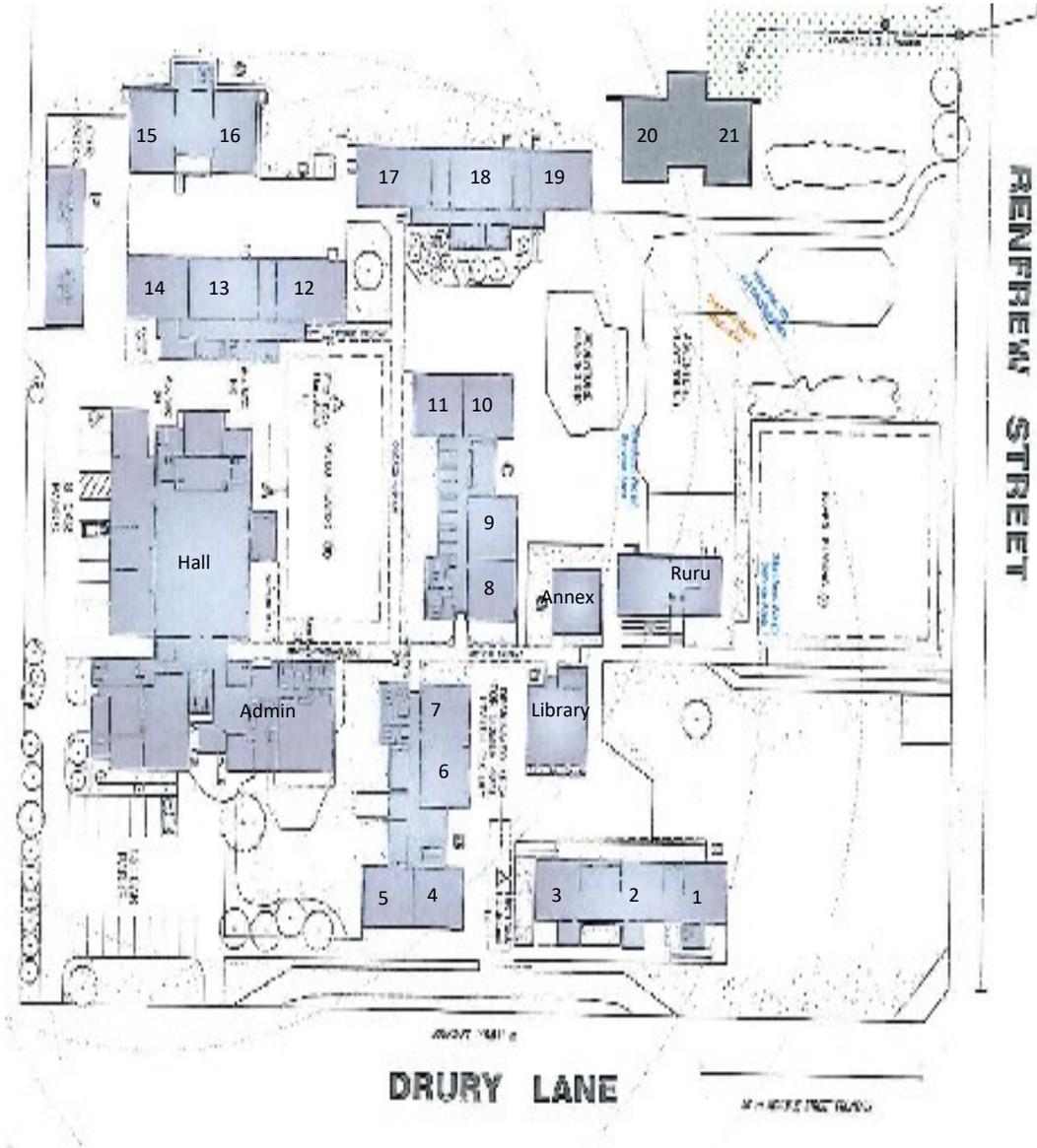
- Managing Self
- Thinking
- Relating to others
- Using language symbols and text
- Participating and contributing

School Contacts

Phone	(03) 215 9664
Email	office@donovanprimary.ac.nz
App	School Stream

School Hours

Enter school grounds	8.20am
School Starts	8.50am
Morning Tea	10.00am – 10.20am
Brain Break	11.20am – 11.30am
Lunch Break- Play	12.20pm – 1.00pm
Eat Lunch	1.00pm – 1.15pm
End of School	3.00pm



Values

- Respect
- Personal Excellence
- Independence
- Responsibility
- Honesty

Manaaki

Rawe

Manu Motuhake

Kawenga

Pono



Meet our Donovan Primary Guardians

Donovan Primary had a competition to name our two nutcracker soldiers that were kindly donated by the Donovan PTA.

The children were very excited and creative. After much deliberation the winning names were chosen.

We are thrilled to introduce you to

Kai and Tiaki

These names, when joined together mean - The guardians of the school.

School Grounds

We encourage the use of the grounds and outside equipment, out of school time. We hope that you will help us in preventing damage by reporting any irresponsible behaviour. People using the grounds out of school hours do so at their own risk. Please note that skateboards are not encouraged in our school grounds after school hours. All school buildings and grounds are smoke free and vape free.



Bikes/Scooters

Cycling or scootering to school – Year 4-6 children may ride bicycles to school. Year 3 children can also, provided they are confident cyclists and are accompanied by an older sibling. Locking of bicycles/scooters in stands is recommended. Children must not cycle on footpaths and they must wear certified cycle helmets.



Crossings

All children are encouraged to use the identified crossing on Drury Lane. Drury Lane has road patrol on duty from 8.25am until 8.50am and 2.55pm until 3.20pm each school day.



Parking

Parks are available either side of the bus stop and on both sides of the road in front of the school and also along Renfrew Street. The P2 area in front of the classrooms on Drury Lane is for pick up and drop offs only. If you leave your vehicle you risk being ticketed by the Police. Parents are not to drive up the southern driveway to the back of the school. This creates a dangerous situation with foot traffic trying to move at the same time as vehicles.

Five Year Old Entry to School

Five year olds usually commence school on the day of their 5th birthday. Pre entry visits are held at a time to be arranged between the parent and the class teacher prior to their 5th birthday. Parent and child are to both attend but with no other siblings please. Enrolment forms should be collected from the school office. It is necessary for us to see your child's Birth Certificate and Immunisation Certificate from their Plunket book and verification of address (ie Rental Agreement, power bill or rate demand).

Reporting to Parents

Class teachers are responsible for the monitoring, assessment and evaluation of all pupils in their care. Oral reporting and written reports, are the methods for reporting to parents. Should you observe any changes in your child's progress please ring the school office for an appointment to discuss your concerns with the class teacher.

Interviews with Teaching Staff

The Staff welcomes opportunities to meet parents and discuss school progress or matters of concern. To avoid finding teachers unavailable when they call, parents are asked to make their initial appointment through the school office. This practice also ensures that parents concerns are heard and addressed.

Uniform / Clothing

The school sports uniform and regulation sunhat is compulsory for all pupils. Sunhats must be worn outside during terms 1 and 4. Extra hats are available at the school office for \$20 (one hat is included with the New Entrant Pack). The sports uniform consists of a blue (monogrammed) polo shirt and blue/black shorts. This will be lent to the student and must be returned to school, in a clean state, at the end of the respective sport/event.

We currently have an optional school uniform available for purchase from The Warehouse.



schoolstream

This App is our way of communicating between school and our school community. You will find information about the school activities, sports registrations, permission slips, absences and regular updates, including the fortnightly newsletter and cancellations. Refer to flyer in our new entrant pack for downloading instructions.

Board of Trustees Meetings

The Board of Trustees usually meet at Donovan on the third Tuesday of the month at 6.00pm. Parents are reminded that the meetings of the Board of Trustees are open to the public.

School Canteen

The PTA parents organise a canteen for the students. They provide a 'heat-up' service every day for a small charge of 20c per item. The food items are to be suitably wrapped with name and room number and have the 20c attached. PTA offer a pre-paid heat up card. All information is on School Stream. On Friday's, you can order from the menu and this is available on 'School Stream'. There are two options for ordering.



1. Write out the order on a piece of paper with name and room number and place this and the money in an envelope and then into the lunch basket in class. Baskets are taken to the canteen and food returned to the class at lunch time.
2. Complete the online form on School Stream. The order is paid for by credit card.

Bible in Schools

Christian Education lessons are held once a week for half an hour. These lessons are inter-denominational. If you do not wish your child to participate in Bible in Schools please advise the office in writing and your child will be withdrawn. Some classes will be asked to purchase a programme booklet.

School Playground Rules

The Rules of Donovan Primary are simple: We expect empathy, tolerance and respect for others and their property.

Entry to School

We have three entry points, Drury Lane, Renfrew Street and the walkway through the park between Baxter and Paterson Street. We encourage children not to walk through the office unless delivering a message.

School Stationery

General stationery is not available for purchase at school but we do sell a New Entrant pack for all new entrant children. This pack contains everything the new student will require for starting school, including the school sunhat.



Newsletters

Newsletters informing you of school activities are on the School Stream App. They can be emailed if you prefer; just let the office know your email address.

School Donations

Donovan Primary participated in the Governments School Donation Scheme and therefore we do not ask you for any contribution to school fees or donations. A contribution to curriculum costs still apply (eg camp).

Pupil Absences

Where a child is not at school either due to sickness or any other reason, parents must inform the school **before 8.50am**. Use our School Stream app, telephone 215 9664, leave a message on our answer phone or text 0273727070. If we have no contact your child(ren) will be marked Truant.

Health and Safety Notes for Parents

Here are a few things parents/caregivers can do to help contribute to student safety:

1. Keep the school up to date with your contact details.
2. Send your child to school well prepared with a good breakfast and enough food for the day. Everybody functions better with the right fuel.
3. Drop your child(ren) at school no earlier than 8.20am. There is no supervision before this time.
4. Remember the playground is unsupervised after school. If your child makes their own way home, ensure they go straight home after school.
5. Do not double park when picking up or dropping off your child(ren). This is not only illegal but also blocks the vision of other motorists and pedestrians.
6. Please follow the 'Driver does not leave the car' rule on the P2 parks on Drury Lane.

7. Avoid U-turns or 3 point turns on Renfrew Street or Drury Lane during pick up and drop off times.
8. Arrange your pick up at a less congested place.
9. Arrange your pick up 10 minutes AFTER the congested time.
10. Do not drive into the school grounds when picking up or dropping off your child(ren). This is particularly dangerous for cyclists, scooters and pedestrians entering and leaving the school.
11. Think about whether your child(ren) could walk, bike or scooter to school. Do you need to drive them?
12. Is creating a walking bus in your area something you could do?
13. Teach your child(ren) safe road crossing and model this to the. This is a big issue on Renfrew Street where there is no controlled crossing. Do you walk with your child across the road?
14. Be sure your child(ren) understands where they are meant to be after school and if you are running late, make a quick call to the office to let them know.
15. Report suspicious or dangerous behaviour to the school office.

We all have the same goal. Help us to keep our children safe.