



**Donovan**  
P R I M A R Y



## **Welcome from the Principal**

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.

### **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 an Equity Index of 461. We are the only state primary school in the northwest quadrant of Invercargill.

## Our Vision for Donovan Primary

The Donovan way celebrates uniqueness,  
where learning is encouraged  
through personal growth  
and engagement  
to create **R**esilient, **E**mpathetic  
and **A**daptable **L**ifelong 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.

### School Contacts

Phone	(03) 215 9664
Email	<a href="mailto:office@donovanprimary.ac.nz">office@donovanprimary.ac.nz</a>
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	12.30pm – 1.00pm
Eat Lunch	1.00pm – 1.15pm
End of School	3.00pm

## 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.



## Key Competencies

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

## Values

- Respect *Manaaki*
- Personal Excellence *Rawe*
- Independence *Manu Motuhake*
- Responsibility *Kawenga*
- Honesty *Pono*

## 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

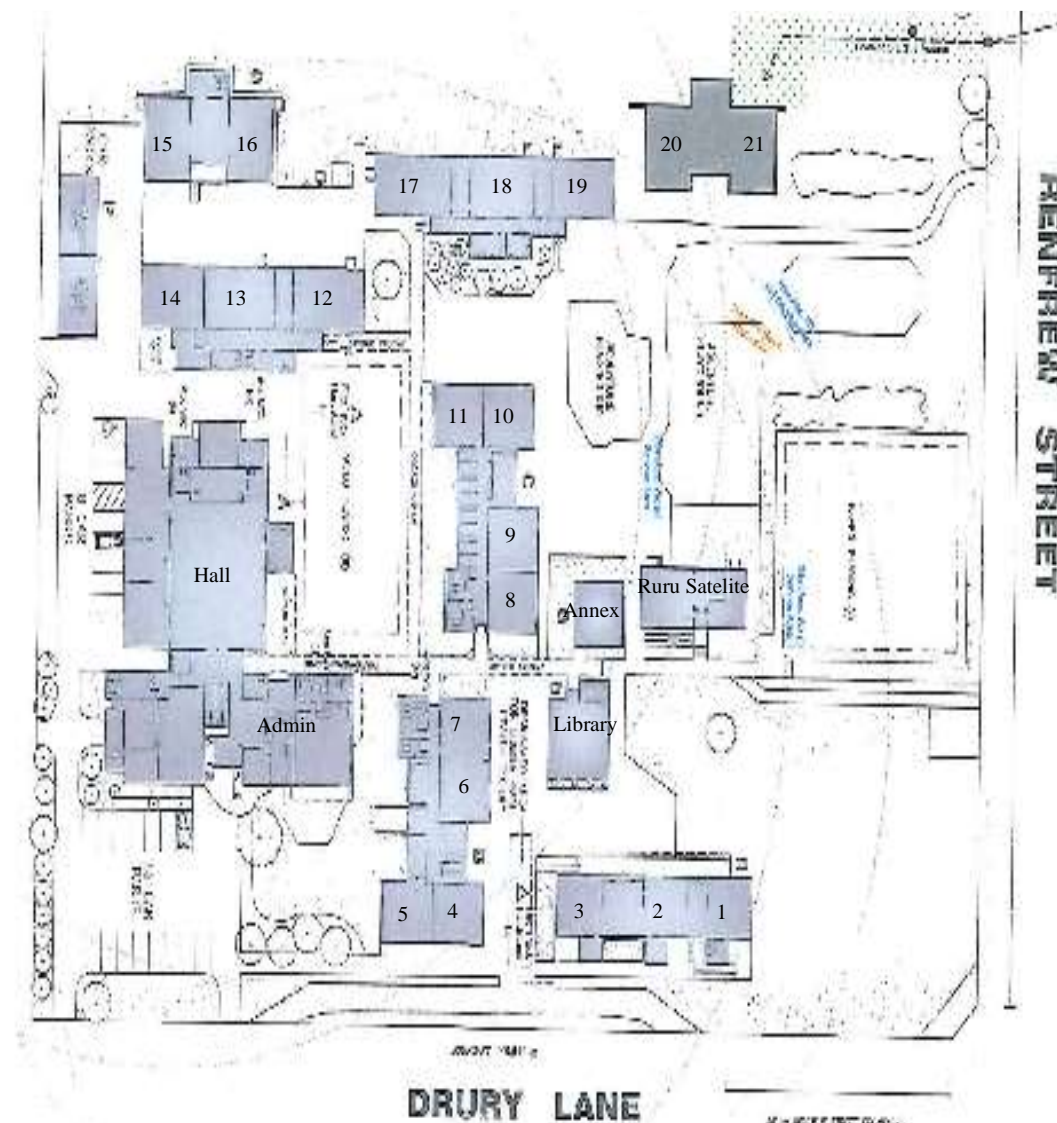
All children are encouraged to use the identified crossing on Drury Lane. Drury Lane has road patrol on duty from 8.25am until 8.50am and 2.55pm until 3.20pm each school day.

## 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.

## Leaving School Grounds

Children are not permitted to leave the school grounds during lunch hour. The school office must be notified if children are being collected during school hours.



## Some of Donovan Primary's Annual Events

- Aerobics Festival
- Kiwi Competitions in Maths and English
- Choir
- Kapa Haka
- Music Festival / Sing Out
- Pasifika
- Parent Interviews
- Performances for parents (Bi-annual)
- Polyfest
- Retell Festival (entire school)
- School Presentations
- School/Zone/Southland Athletics
- School/Zone./Southland Cross Country
- Ski Trip
- Sports – Cricket, Waterpolo, Hockey, Miniball, Netball, Rippa Rugby, Touch, Volleyball, Futsal
- Swimming
- Various visiting performers and shows
- Year 5 & 6 Camp and Marae Experience
- Year 6 Leavers Day and Graduation

## School Playground Rules

The Rules of Donovan Primary are:

- Use only acceptable language
- Inappropriate behaviour is not acceptable
- Respect your own property and the property of others
- Sunhats to be worn Term 1 and 4.

## 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 applies (eg camp).

## Parent Involvement

Staff welcomes the involvement of parents in class and school activities.

## School Stream App

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.

## Five-Year-Old Entry to School

Five-year-olds usually commence school on the day of their 5<sup>th</sup> birthday. Pre entry visits are held at a time to be arranged between the parent and the class teacher prior to their 5<sup>th</sup> 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 do not have a school uniform.

## Pupil Absences

Where a child is not expected to be at school either because of sickness or any other reason, parents are asked to inform the school **before 8.50am**. Use our School Stream app, telephone 215 9664, leave a message on our answer phone or text 0273 727 070. We will endeavour to contact parents of non-reported absences.