

TIMARU CHRISTIAN SCHOOL



PROSPECTUS 2018

HONOURING GOD IN ALL WE DO

Quality Assurance Information

Every three years, Timaru Christian School is reviewed by the Education Review Office to ensure they are providing a quality education which is in line with the Ministry of Education and legislative requirements.

To view their most recent ERO report, follow this link:

<http://www.ero.govt.nz/review-reports/timaru-christian-school-09-08-2017/>

Accommodation

Prior to your arrival, the International Students Co-ordinator and Agent will discuss your accommodation needs. They will assist in finding suitable accommodation for you and your child and liaise with accommodation providers to ensure you are happy with where you will be staying. If you need assistance communicating with your provider, the Co-ordinator and Agent will be happy to assist.

Transport

Timaru has an excellent public transport service operating Monday to Saturday. Taxis are also available for hire. Many students who live in the local area walk, scooter or bike to school. If you need assistance with purchasing a vehicle, your Agent and Co-ordinator will be happy to assist. To ensure you have a good understanding of the New Zealand Road Code, follow this link:

<http://www.nzta.govt.nz/resources/roadcode/>.

Medical and Travel Insurance

Before arrival in New Zealand, insurance is required for your child and any family accompanying them to cover the following things:

- Travel to and from New Zealand
- Travel within New Zealand
- Medical care in New Zealand including diagnosis, prescription, surgery, hospitalization
- Repatriation or expatriation as a result of serious illness or injury
- Death, including travel costs related to this, funeral expenses, repatriation/expatriation of the body
- Dental insurance

You may arrange your own insurance or your agent can arrange insurance for you prior to your arrival.

For information on what is covered in an accident for international visitors, go to

www.acc.co.nz .

For information on publicly-funded health services, go to www.health.govt.nz .

International Student Information 2018

Our School Community

Our school is just 22 years old and we are proud of the diversity of our school community. With approximately 14 cultures represented in our wider school family, and a large number of students who understand two or more languages, we celebrate the diversity of God's people.

We are a non-denominational Christian school so we have families who attend a wide range of Christian churches in our area.

Our school roll is capped at 120 students and usually sits between 90 and 100 each year.

International Students

We welcome students who wish to attend as International Students. Our aim is to ensure your child feels safe, secure and welcome at school and develops a good understanding of English and New Zealand culture. Our programme ensures they have access to additional teacher assistance and learning opportunities outside of the classroom.

Staff

We are blessed to have a staff of many different talents, experiences and skills but all of whom want the best for our children.



Mrs Rentoul is our Principal. She has an open door policy and welcomes families to come with any questions they may have.



Mrs Hamilton teaches our New Entrant class in Teina Rua. She is also responsible for all Teina classes









Mrs Cochrane teaches the Year 2 class in Teina Toru.



Mrs Thompson is our Year 3 & 4 teacher in Teina Tahi.

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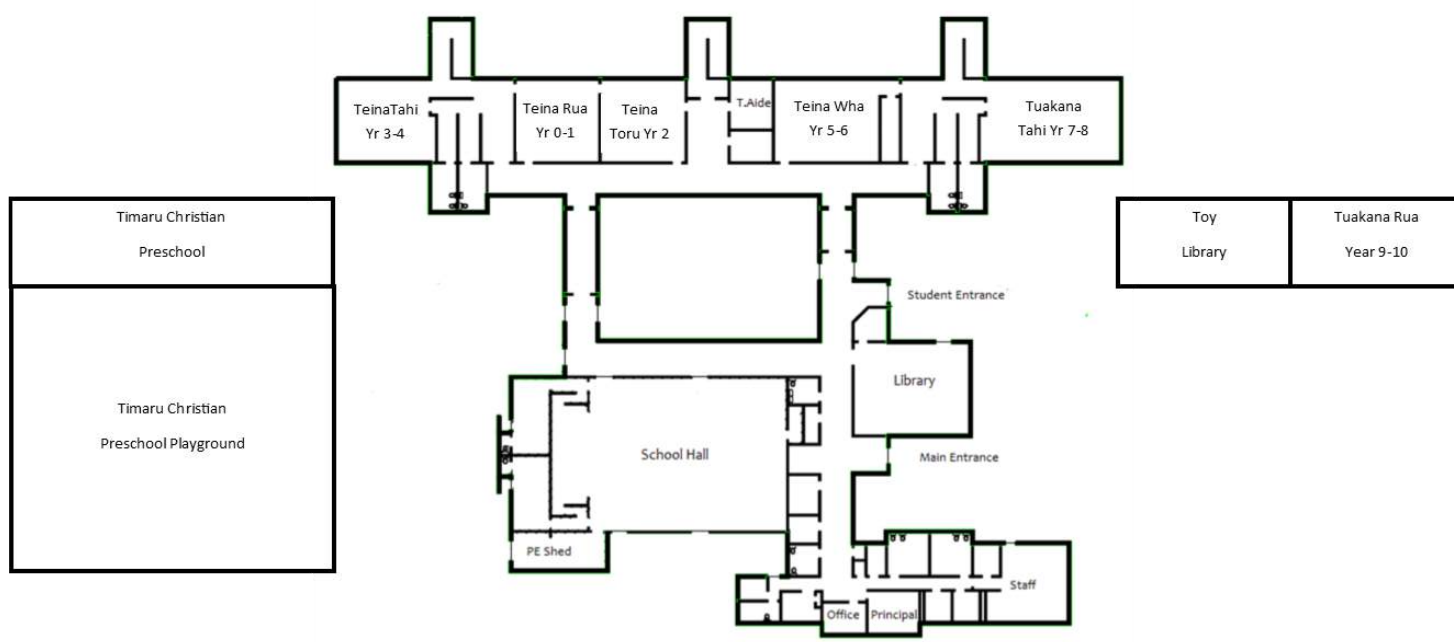
			
Mrs Lee is our International Students Co-ordinator. She also teaches Years 5-6 and Food Tech in Years 7-10.	Mrs Zwies teaches junior students in the afternoons.	Mr Rentoul is our caretaker who maintains the buildings and grounds.	Mrs Anisy is our cleaner who ensures our environment is clean and healthy.

			
Mrs Nareki, Mr Phillips and Mr Goulet are our Year 7-10 teachers. Mr Phillips is our Deputy Principal and SENCO. Mr Goulet is responsible for the Tuakana classes.			Mrs Marr is our Release Teacher who works in a variety of classrooms.

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Mrs Phillips, Mrs Ratjens and Mrs Uys are our teacher aides, supporting teachers and students in the classroom.			Mrs Clevely is our Office Administrator

Map of the school



International Student Information 2018

Conditions of Enrolment

ACCEPTANCE:

All students are required to submit English transcripts of their previous school reports and a copy of their passport. To help us maximise support for your child, please advise of any learning, behavioural or medical needs, difficulties or conditions he/she may have.

ENTRY REQUIREMENTS:

No minimum requirement necessary.

However:

On arrival all students will be assessed for their English competency by the International Students Co-ordinator

If needed, students will be withdrawn for sessions for intensive ESOL lessons

CONDITIONS:

Tuition Fees must be paid in full in advance for the period of study requested on the Application Form, up to one year. If students intend to study for more than one year, fees may be paid in annual instalments. These fees will be held in the *Timaru Christian School International Students* account and will be drawn down monthly in arrears.

All fees are calculated in study weeks. Any part of a week is counted as a full week. No compensation is given for public or school holidays.

All students must live with a parent/s.

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Insurance –

MEDICAL AND TRAVEL INSURANCE: International students must have appropriate and current medical and travel insurance while studying in New Zealand.

ELIGIBILITY FOR HEALTH SERVICES: Most International students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.govt.nz>

ACCIDENT INSURANCE: The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>

Your agent can supply information on insurance programmes or you may purchase your own insurance, ensuring that Timaru Christian School receives a copy of this policy in English, before enrolment.

Immigration - Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>.

Timaru Christian School is a Christian school. Our vision says: “*Christ-centred learners with servant hearts.*” Students attending the Campus, are expected to take part in all class activities including Devotions and Scripture lessons.

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Attendance & Co-curricular activities - Students must attend 100% of classes and fulfil all sporting and cultural responsibilities unless permission has been granted by the principal of Timaru Christian School, or by providing a Medical Certificate.

Withdrawal from Course - Students may not leave before the end of their course unless written permission is sought from their parents or agents. A letter signed by parents and/or agents must be presented before a student may be withdrawn.

Refund of Fees - If a student withdraws from their course of study before the course completion, they may be eligible for a refund of school fees. Any application for refund of fees must be made in writing to the Board of Trustees, explaining why they have withdrawn from the course and the reasons for seeking a refund.

If the application is made before the start of the course, the fees will be refunded in full less the enrolment fee of **\$500.00**.

If a student withdraws following arrival in New Zealand, the refund structure for a four (4) term school year is as follows:

Before the end of the first term

- 3 terms' tuition fees only
- less Agent's commission
- less government levy
- less non-refundable enrolment fee

Before the end of the second term

- 2 terms' tuition fees only
- less Agent's commission
- less government levy
- less non-refundable enrolment fee

Before the end of the third term

- 1 term's tuition fees only
- less Agent's commission
- less government levy
- less non-refundable enrolment fee

Except in exceptional circumstances where a student returns home after the end of the second term, no refund will be made.

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Exceptional circumstances include returning home in case of:

The student's serious illness

Death or serious illness of a close member of the student's family. Medical evidence must be provided. In these circumstances under New Zealand law, Timaru Christian

School must retain amounts to cover the costs already incurred. The balance of tuition fees will be refunded.

Change of Student Status – NO refund will be made to a student enrolled at the TCS prior to 1st March who becomes a Permanent Resident after the 1st March (in any year). For the following academic year, the student must apply for enrolment as a New Zealand resident. Automatic right of re-enrolment may not apply.

All refunds will be remitted to either the parents of the student or to the agent appointed by the student's parents and not directly to the student.

NO REFUND will be made to a student expelled from the Timaru Christian School by the Board of Trustees or required to leave the school because of misbehaviour, poor attendance, non-compliance with the school rules and regulations or breach of New Zealand law.

Accommodation - International students at Timaru Christian School live with their parent/s. All students and caregivers are required to notify Timaru Christian School of any change in their contact details and residential address.

Mobile Phones – Timaru Christian School does not allow students to use mobile phones at school. Students who abuse this rule will have their phones removed from them. These will be returned to their parents.

International Student Information 2018

Request for Leave – Parents must seek permission in writing from the Principal, for their son or daughter to be away from school, for any reason other than illnesses or bereavement.

New Zealand law - does not allow people under the age of 18 years to purchase cigarettes. Students of Timaru Christian School are not permitted to smoke at school or while in school uniform.

Students are not allowed by New Zealand law to drink alcohol in a public place or purchase alcohol if they are under the age of 18 years.

Rules - All students are expected to be familiar with and keep the Timaru Christian School Rules and Procedures

Timaru Christian School Rules for international students are set out in the student handbook issued to each student and their families. Copies of this booklet are available to parents or agents on request.

Discipline & Termination of Enrolment - *All students are expected to obey the laws of New Zealand and the Timaru Christian School Rules.*

Penalties may include suspension or expulsion from the school with the forfeiture of course fees.

The following offences will result in immediate expulsion from the School:
the breaking of NZ laws, or in possession of, or using illegal drugs or banned substances, whether in school, or in the community,
the use of violence towards students or staff.

The following offences may result in suspension or expulsion:
theft in and around the school
deliberate damage to school
the use of alcohol and tobacco in and around the school,
repeated and unexplained absences from school.

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In cases of any serious infringement of school rules, the student will, in the first instance be issued with a written warning and the parents and/or agent will be immediately informed in person, by phone or in writing. If a second written warning is issued within a school calendar year, the next infringement may result in the parents being asked to remove the student from Timaru Christian School.

Authority - In the event of an accident, illness or any other emergency, Timaru Christian School seeks the authority from the student's parents, that any decisions regarding the student's welfare be made by the principal of Timaru Christian School.

The school requires disclosure on any learning, behavioural or medical needs, difficulties or conditions that may affect your child's learning or the learning of those around him/her. The school reserves the right to terminate or review enrolment if parents fail to disclose relevant information.

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EDUCATION (PASTORAL CARE OF INTERNATIONAL STUDENTS) CODE OF PRACTICE (2016): Timaru Christian School has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016 published by the Minister of Education. Copies of the Code are available on request from this institution or from the following website: <http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html> . At Timaru Christian School the Code is applied to all International Students, regardless of age.

CONDITIONS OF ACCEPTANCE:

I have read, understood and accept the Conditions of Enrolment.

I undertake to comply with the rules of Timaru Christian School.

Student's signature:

Student's name:

Date of Birth:

Parent or Guardian:

The applicant's parents must sign at the bottom of each page of the Conditions of Enrolment and Application Form. Only a parent or court-appointed legal guardian may sign. The signature of an agent, relative or any other person is not acceptable. It is the responsibility of the parent to ensure he/she understands what is being signed.

Name:

Email:

Address:

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Telephone No: *Fax No:*

Signed by Parent or Guardian: *Date:*

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International Students Policy

Policy:

Timaru Christian School will have appropriate policies and procedures for the safety, well-being, pastoral care and education of all International Students studying at TCS.

Purpose:

Timaru Christian School offers general ESOL based courses for International Students incorporated into the general school curriculum

Timaru Christian School is able to offer placement for a number of International Students, approximately 10% of the school roll. Each enrolment application will be considered on an individual basis taking into account the school's existing student demand, class sizes and available resources

Timaru Christian School will have (an) experienced staff member/s responsible for the oversight of international education programmes and in-school pastoral care as set out by the Education (Pastoral Care of International Students) Code of Practice 2016 and for the academic programme including specialised ESOL support

Students may be recruited from a number of countries.

Students must be living with a parent in New Zealand.

Students must be enrolled in Years 0-10 only.

The family of the International Student must be active members of a Christian church and submit a Church Leader Recommendation Form as part of the Enrolment process.

Visa Requirements

Students must have a student visa before beginning study at Timaru Christian School. The visa expiry will be monitored by the school and parents will be informed when the visa needs to be renewed. *Date:*

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Lunches / Food

Parents provide morning tea and lunch for their child. Students are not to bring a drink other than water (no fizzy, juices or milkshakes allowed). Every morning students have 'fruit break' so need to have one piece of fruit to eat during this time.

Lollies are not allowed and parents are encouraged to make healthy food choices for their child.

In Terms 2 and 3 a pie warmer is available for students to heat their food. Food must be wrapped in tin foil and named.

We are part of the Fonterra Milk in Schools Programme in which students can have a drink of milk at school each day for free. Parents can opt-in or out of this scheme.

School Policies and Procedures

For information on Timaru Christian School's policies and procedures, go to the school's website page with links to each document: <http://www.timaruchristian.school.nz/important-documents/> .

Safety Action Plan

For all trips out of the school grounds, a Safety Action Plan is completed by the parents. It lists possible risks and steps that will be taken to prevent or minimize them. This plan is available from the office prior to trips taken.

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International Students Fees Schedule

TIMARU CHRISTIAN SCHOOL INTERNATIONAL STUDENT 2017 FEE SCHEDULE FOR YEARS 1-8

Fees	Description	\$NZ
Enrolment Fee	Paid by students enrolling for the first time Non refundable	\$500.00

COURSE FEES

Administration Fee	Administration Fee, Student Services, Pastoral Care	\$1,000.00
Tuition	NZ\$2,375.00 per term (includes stationery & Govt Export Levy & Agent's Commission)	\$9,500.00
	Total	<u>\$11,000.00</u>

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TIMARU CHRISTIAN SCHOOL INTERNATIONAL STUDENT 2017 FEE SCHEDULE FOR YEARS 9-10

Fees	Description	\$NZ
Enrolment Fee	Paid by students enrolling for the first time Non refundable	\$500.00

COURSE FEES

Administration Fee	Administration Fee, Student Services, Pastoral Care	\$1,000.00
Tuition	NZ\$2,750.00 per term (includes stationery & Govt Export Levy & Agent's commission)	\$11,000.00
	Total	<u>\$12,500.00</u>

OTHER EXPENSES

Stationery Costs	Stationery required for classroom programme. Can be purchased through the school office or at a stationery store.	Approximately \$60
Swimming Costs	\$40 for Term One	\$40
School uniform	Purchased through school office and The Warehouse	Approximately \$400
	Total	<u>\$500</u>
These prices include 15% GST		

International Student Information 2018

Living Costs in Timaru

Living in Timaru is relatively cheap compared with living in major cities in New Zealand. The following are approximate costs per 4 person family per week:

Accommodation	\$350
Food	\$250
Electricity	\$50
Phone/Internet	\$20
Petrol for transport	\$50

GRIEVANCE PROCEDURE

What to do if you think you are not being treated well

Step One: Talk to your classroom teacher if the problem is about the classroom programme or social relationships.

Talk to the International Students Co-ordinator if there is a problem with procedures or practices you are unsure of, or if you do not feel comfortable approaching the classroom teacher.

Step Two: If this does not help, make an appointment to see the principal, Mrs Rentoul.

Step Three: If you are still not satisfied, you or your parents can write to the Chairperson of the Board of Trustees of the school

Step Four: If none of the above helps you then you can contact:

Fairway Resolution for complaints of contractual or financial nature.

Go to <http://www.fairwayresolution.com/istudent-complaints> to learn how to make a complaint and the process involved.

NZQA for all internal complaints and issues related to the Code, by emailing: gadrisk@nzqa.govt.nz or phoning 0800 697 296.

(This is the Dispute Resolution Scheme or DRS).

International Student Information 2018

The background of the slide is a light-colored wooden surface with horizontal grain. Numerous red heart-shaped cutouts of various sizes are scattered across the top and left sides of the image. The text is centered on the right side of the slide.

Our Values

Love and
Grace through
Servanthood,
Truth and
Perseverance

"The school vision ... and the key values ... underpin the curriculum and practices within the school." ERO Report 2017

Statement of Faith including Cornerstone approach

The 'Special Character' of Timaru Christian School sets it apart from other schools, having begun its life as an independent school in 1996. In 1998 the proprietor of the school (North Haven Ltd) entered into a partnership with the Crown enabling it to teach the New Zealand Curriculum from a Biblical worldview. The proprietor delegates all proprietor responsibilities to the Timaru Christian School Trust which was originally formed to establish the school.

Statement of Faith – what we believe

I believe in the one true and living God, eternal in three persons, Father, Son and Holy Spirit, the Creator of heaven and earth.

I believe that the Holy Scriptures are the only inspired and infallible written revelation of God to man and the supreme authority in all matters of life and faith.

I believe that man was created in the image and likeness of God, to have dominion over the earth and to do all things to the glory of God.

I believe that all have sinned, falling short of the glory of God, and come under His righteous judgement.

I believe in Jesus Christ, the only begotten Son of the Father, conceived of the Holy Spirit, born of the virgin, crucified, died and was buried. On the third day He was raised from the dead. He ascended into heaven and sits at the right hand of God the Father and will personally return in glory to judge the living and the dead.

I believe by God's grace, through the work of the Holy Spirit, we are saved if we turn from our sin and believe in Jesus Christ as our Lord and Saviour.

I believe in the bodily resurrection of all mankind to the eternal blessedness of the saved and everlasting punishment of the lost.

I believe in the on-going work of the Holy Spirit to equip, inspire, empower and encourage God's people to witness and work in faith.

I believe in one holy universal church, of which Christ is Head. He draws together the Body of believers by His Spirit and Word, through faith and unity of purpose to further the Kingdom of God.

I believe in God-centred education providing the foundation of all learning, teaching the Lordship of Christ in our world.

I believe that God has given parents the responsibility to train their children according to His Word, and therefore acknowledge that the school is an extension of the home.

Different Groups at TCS

<p>Trust Board (represents the Proprietor)</p> <p>Responsible for Special Character and Property</p> <p>Trust Board Members: Tony, Carolyn, Bryan, John, Rene</p>	<p>Board of Trustees (represents the parent and school community)</p> <p>Responsible and accountable for the school's performance with a specific focus on student achievement, emphasises strategic leadership, sets the vision for the school, within our Christian character, and ensures compliance with legal and policy requirements. BOT Members: Parent-Elected Trustees – Geoffrey, Janet, Sarah, Simone; Staff Trustee – Grant; Principal – Bethany; Trust Board Trustees– Tony, John</p>
<p>Management</p> <p>Board's Chief Executive in relation to the School's control and management. Manages the day-to-day running of the school.</p> <p>Management: Principal – Bethany; Deputy Principal - Grant</p>	<p>PTA</p> <ul style="list-style-type: none"> To develop a sense of community within the school To raise funds to provide improved facilities and educational opportunities for our students To cater for school functions <p>Members: Parents from the school community</p>

Enrolment Process

When you are considering enrolling your child at Timaru Christian School, the process begins with completing an Expression of Interest form. This can be picked up from the school office or found on the school's website

(www.timaruchristian.school.nz). This form asks for basic details about your child eg age, address etc. A Church Leader Recommendation Form is also attached and to be completed by a leader at your church. If you do not attend a church, just leave the form blank.

Once we have received the form at the office (emailed, posted or delivered), we will arrange a time for your family to visit the school and meet with the principal. She will explain what we do at Timaru Christian School, get to know your child and family, and answer any questions you have. If you are offered a position at TCS, you will be given an Enrolment Application Form which needs to be completed and returned to school prior to your child's start date.



Starting School / Discoverers programme

Starting School or moving to a new school can be a very exciting but also a very scary time. We want your child (and yourself) to feel comfortable and confident about what is ahead. For children who are starting school, we run a Discoverers programme on a Wednesday afternoon in which children who are 4 ½ - 5 years join the New Entrants class for activities so they get to know the teacher, their classmates and what is expected at school. They also have two morning visits and one full day visit before they start school. If your child requires more visits, we are very happy to arrange these.

If your child is transferring to Timaru Christian School from another school, we are happy for him/her to come and visit for a morning or day to get to know their teacher and classmates. Please just arrange this with the principal in advance.

At TCS we have a Cohort Policy from the start of 2018. Your child will start school on the first day of term following their fifth birthday. You can choose to delay their start until the start of a later term up until they turn 6.



Christ-centred

- Being Christ-centred means that what we do and learn is centred around the truths in the Bible.
- We think about what we are learning in relation to what the Bible says.
- We think about Christ would act in different situations and try to make wise choices like Him.
- We start the day with Devotions and pray for others when they need it.
- We teach the Year 1-6s about important people and events in the Bible.
- We teach Year 7-10s Apologetics—where we learn the how's and why's, the historical and scientific evidence which shows the Bible is accurate. It equips us to answer questions we will face from our peers when we leave TCS.



“Christ-centred”
Christ is at the
centre of what
we do

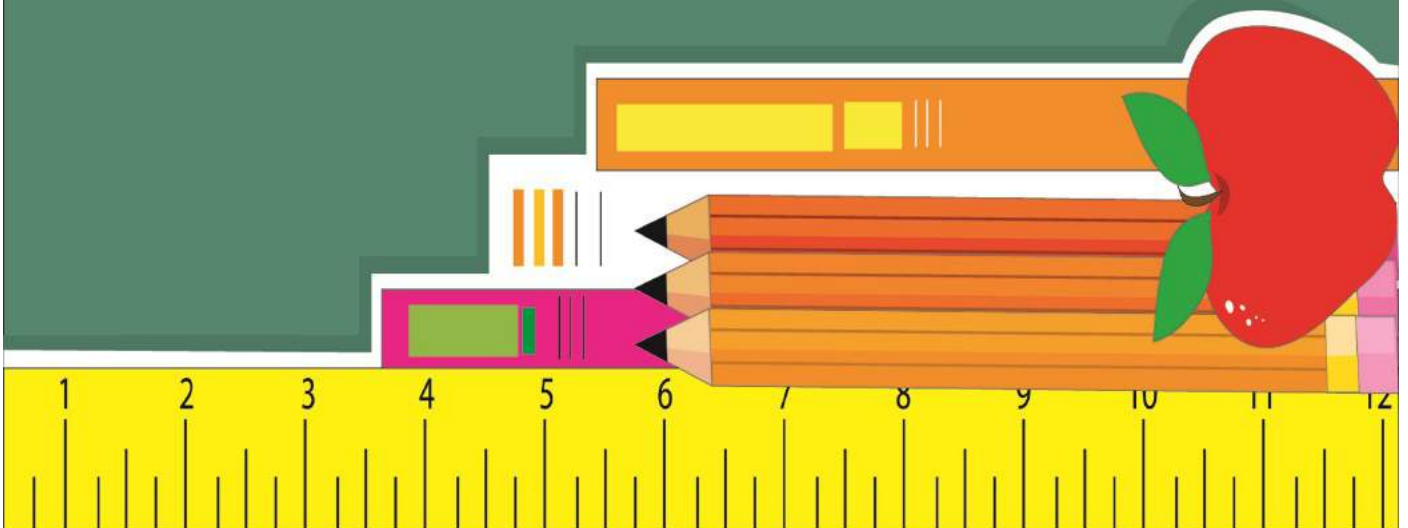
The cross is a symbol of Christ, recognised around the world. The writing in the centre is the Japanese translation of 'Christ'

“The school curriculum is very effectively designed to promote and support children’s learning within a Christian world view.” ERO Report 2017

Learners



- At Timaru Christian School we are all learners.
- We use a variety of resources and teaching techniques to provide an interesting learning programme for students.
- Every child is valued for the unique gifts and talents they have.
- Students who require additional teaching assistance or extension are well catered for.
- Our Christian Worldview is integrated across all subjects.

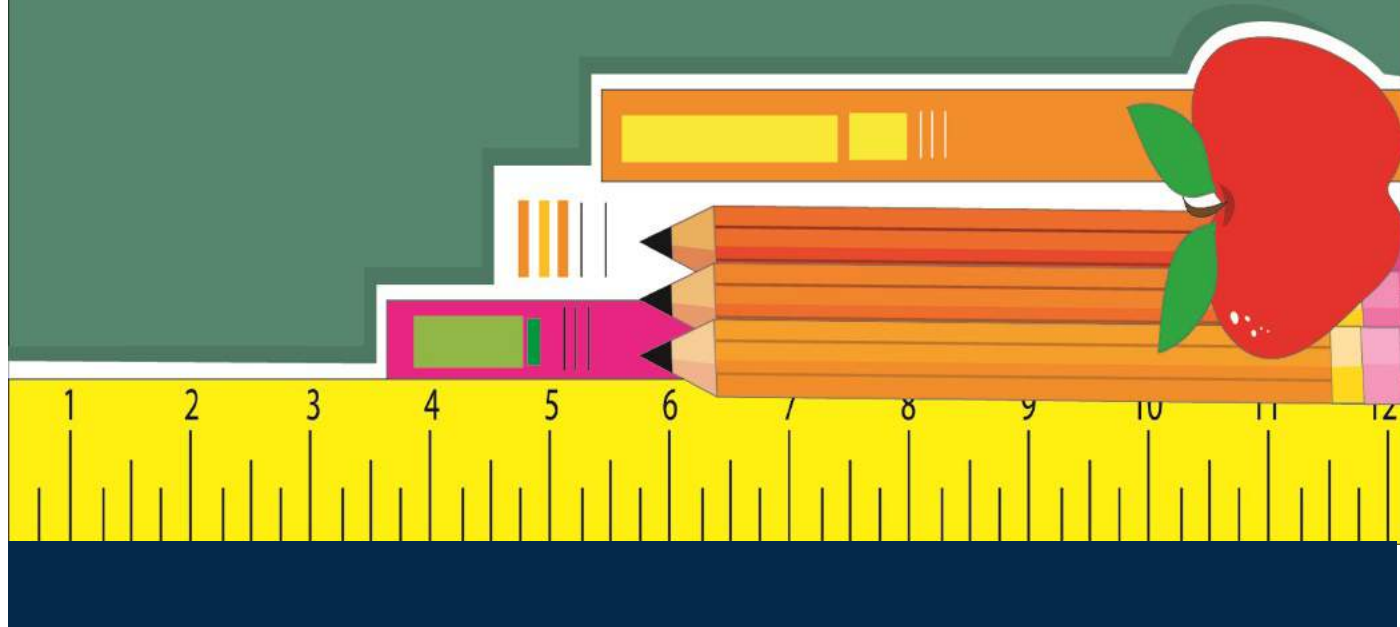


"Children's learning benefits from broad and interesting programmes, where they learn in and beyond the classroom." ERO Report 2017

Daily Timetable

We ask that children are not dropped off to school before 8:30am as there is no active supervision before this time.

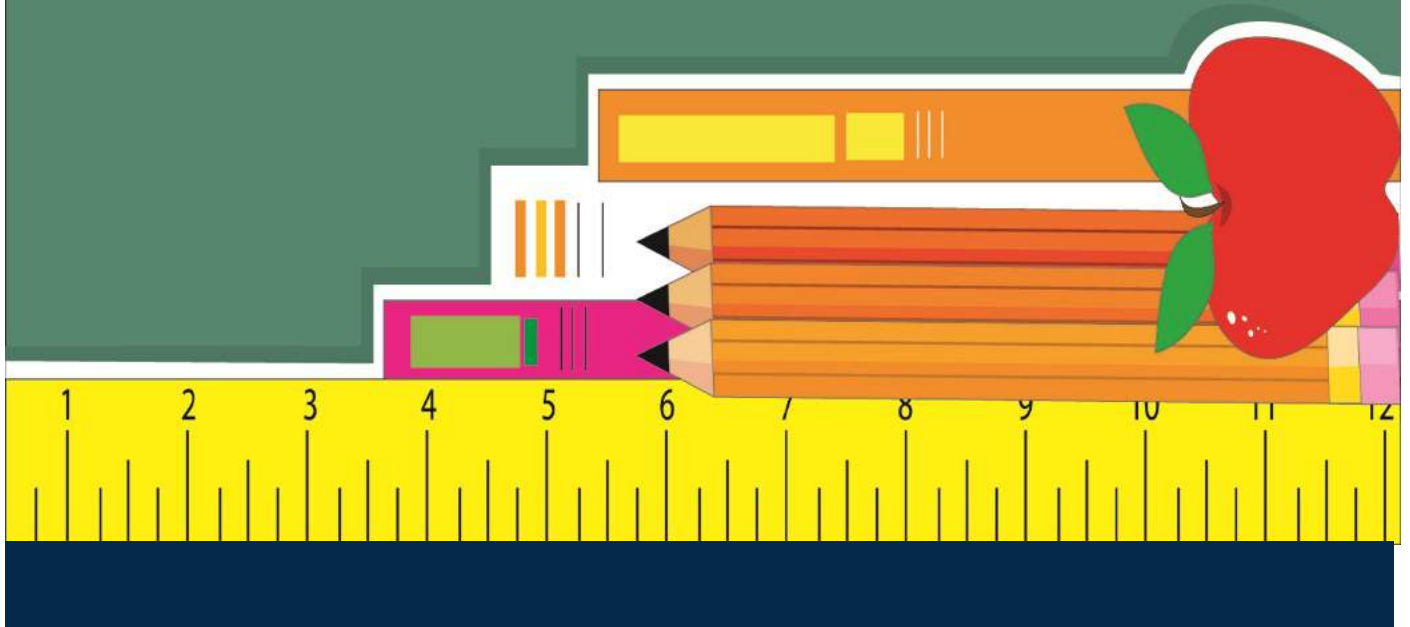
8:40am	Year 9/10 programme starts
9:00am	Year 1-8 programme starts
10:40am	Morning Tea
11:00am	Programme recommences
12:30pm	Year 1-8 Lunch break
12:45pm	Year 9/10 Lunch break
1:30pm	Afternoon programme begins
3:00pm	School Day Ends



Extra-Curricular Activities

We have many opportunities for developing a variety of skills outside of the classroom. As part of our school-wide focus on servanthood, we also have a range of opportunities for children to serve others. These things include:

Librarians	Seedlings Team
Gardening Group	Choir
Language Learning	PAL (Physical Activity Leaders)
Morning Monitors	Jump Jam
Art Club	Pasifika Group
Assembly Leaders	Music/Worship Team
Sports teams eg basketball, tball, netball, gymnastics	



Sports

As part of the Rural Schools Group, we join with 5 other schools for Athletics, Cross Country and Swimming competitions each year. It gives us an opportunity to put our skills and new learning to use in a competitive situation.

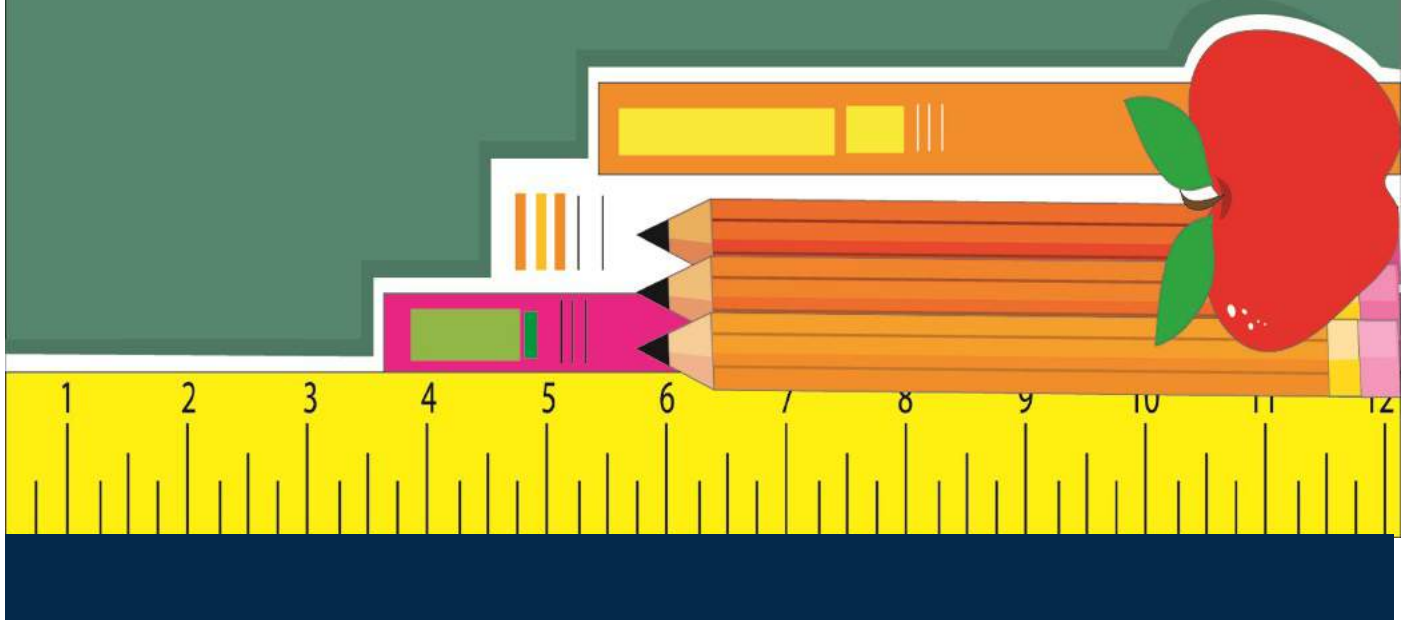
During the year, we run PE/Health programmes within our classroom programme. Students are introduced to a wide range of skills and sports. In Years 5-10, students must wear their school PE uniform for these sessions.

We believe it is important for students to be confident and competent in water. To assist with this we run a swimming programme throughout the year. Students in Years 1-4 swim in Terms 1,2 and 4; students in Years 5-8 swim in Terms 1 and 4; students in Years 9-10 swim in Term 1. Lessons are run at the community swimming pool (Cbay) every Thursday morning. The teachers and parent helpers teach the groups and parents are charged approximately \$40 per term to cover pool entry and transport costs.

We run lunchtime sports activities at least once per week too. Students wishing to play in a netball team can do so through the Rural School Netball Club of which our school is a member. Students from all the Rural Schools Groups are mixed in teams and teachers and parents coach these teams.

Our school enters basketball teams into the local competition for Years 3-10, as numbers permit. Our 5-8 year olds can also be part of the tball team.

If there is a desire to be part of a team that we do not offer, we work with other schools to find a team for our students to join. This includes three other high schools with whom we have combined in the past.



At Timaru Christian School we have developed the Cornerstone Approach to our teaching and learning programmes. It ensures that everything is based on a Christian Worldview.

All topic units have four key elements: Vocabulary, Special Character/Tikanga, Inquiry, Presentation. We believe that by covering each of these aspects, we are developing skills and understanding in our students which are important to our school community.

Planning and Assessment documents all incorporate the Cornerstone Approach to ensure we are consistent across all levels.



EOTC

Education Outside the Classroom is a very important part of our learning. We don't want to confine learning to within the four walls of the classroom. Each term every class will go on an EOTC trip in the local area. The activities will be directly related to something they are learning in the classroom. The school will fund these trips for 2018.

Our Year 9 and 10 students go on one camp per term to continue their learning in another environment. Camps are typically 2-3 days long and the school covers the costs for each camp.

On even years our Year 7-8 students attend a camp outside of the region and on odd years our Year 2-10 students attend a whole school camp.

Safety Action Plans are created for each EOTC event and parents are welcome to view these prior to the trip.

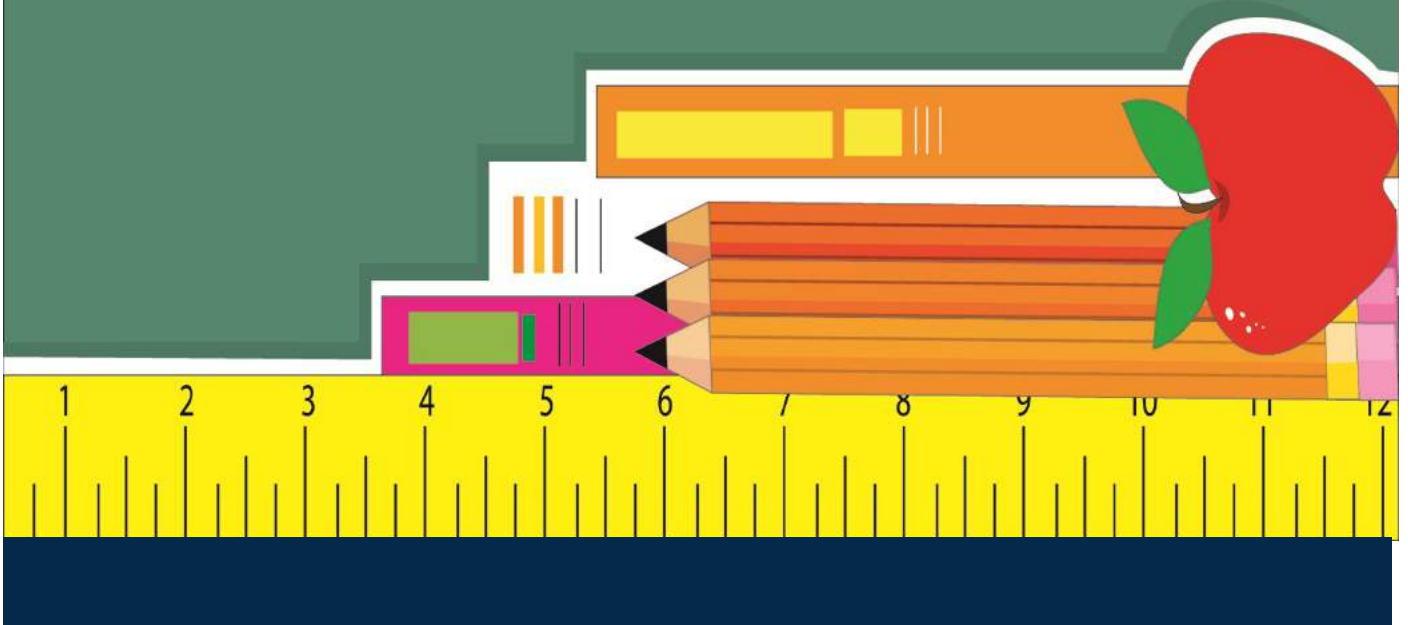


ICT

Year 5-10 students are given chromebooks and laptops to complete their work and research in the classroom .

Students' assignments and class discussion items are placed as shared documents on Google using the Google Education Apps. Each child is given a gmail account so they can be emailed important messages and communicate with the teacher. This also allows parents to observe and discuss their learning at any time as they can view their child's work on any computer with internet access.

Students in Years 1-4 do not have personal access to computers, tablets and chromebooks as we want to encourage their social and creative skills at these levels. The teachers do still use technology in the presentation of their lessons though.

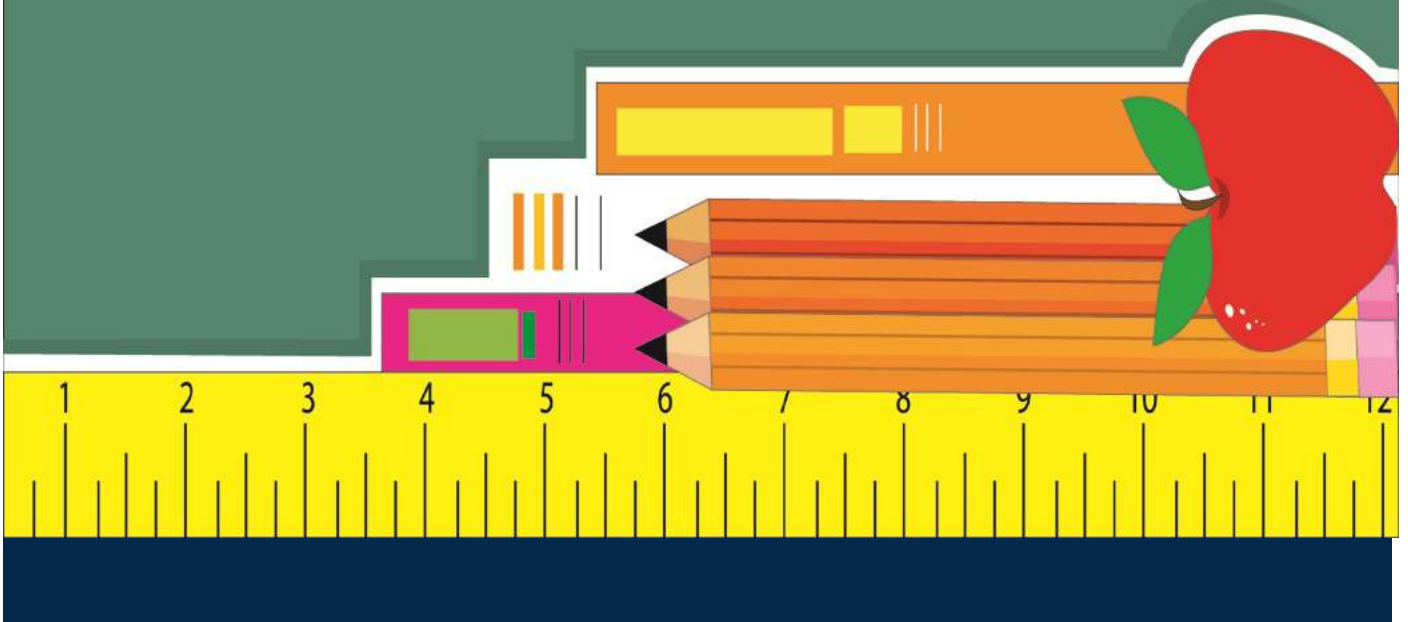


Class, Syndicate and House Groups

Each class has one to two class levels in it. Our junior classes (Years 1-6) are referred to as our 'Teina' team. Teina means 'little brother or sister'. Our senior classes (Years 7-10) are our 'Tuakana' team. Tuakana means 'big brother or sister'. It reflects the sense of community and family that we enjoy at our school.

The Teina classes start each day with prayer, devotions, movement, fruit/milk break and singing.

All students are put into House Groups – Blessing, Honour, Glory and Power. These groups compete for points in sports competitions and tournaments during the year.



Servant Heart

- Service is important at our school. It helps us to look to the needs of others and find ways to help them feel loved.
- In the junior classes, we learn to serve one another; holding open the doors, sharing our toys, helping others who need it, praying for others
- From Year 5, there are many more opportunities to serve within the school; as Chapel leaders, on the worship team, in the Gardening and Servanthood teams, coaching sports, as House and PAL leaders etc.
- In Years 9 and 10, students take part in Community Service every week, serving others in the wider community.



"Servant Heart"
**The servant heart
of Christ is our
ultimate example.**

The symbol in the middle is an African symbol for 'help me and let me help you'.



Diversity & Community

- We love the diversity and sense of community at our school.
- We have over 12 different cultures represented at our school and encourage students to pray in their native language.
- Our PTA does a great job of creating school community events where we can come together eg shared meals, market days etc.
- Our students come from a wide area in and around Timaru, and they attend a variety of churches.
- Every year we celebrate different cultures within our school.

"School leaders and teachers regularly seek and respond to children's opinions about many aspects of school life. This helps promote children's sense of wellbeing and belonging in the school."ERO Report

Homework

The teachers at TCS believe homework should reinforce what has been learnt in class; it should help parents to see what is being learnt at school; it provides a way for parents to have an input into their child's learning; it should not be stressful. We also want to recognise the many different aspects to a child's development – they need to develop academically, socially, physically and spiritually too. As a result, this year we have changed how we do homework.

Every week your child will receive a grid of homework activities to complete. If your child is in Years 1-4, they will complete 12 tasks each week and each activity should take 5-10 minutes. If your child is in Years 5-8, they will complete 16 tasks each week and each activity should take 10-15 minutes per square. There will be:

- Reading
- Maths (in the form of a worksheet or online learning)
- Creativity (could be a music or art lesson or time spent constructing with lego etc)
- Research (based on the topic they are studying in class)
- Physical (could be playing team sport, swimming, gymnastics, bouncing on the trampoline etc), and
- Servanthood (helping someone out including doing the dishes etc)

Parents will need to sign the grid as proof the tasks have been completed.

Please note: Spelling will no longer be part of homework. There will be more time allocated for learning it as part of our Literacy programme during class.





YEAR 9 AND 10 PROGRAMME

- It is in Years 9 and 10 when students start to question what it is they believe and try to work out the person they want to become. By continuing their education at TCS, they are supported by people who already know and love them, and who can answer their questions from a Christian Worldview.
- We have a strong focus on the core curriculum and the Sciences.
- Students take part in Food Technology lessons every week throughout the year to give them life skills they will need for the future.
- Every week, students take part in our Community Service programme both within and outside of the school.
- Every term, the Year 9 and 10s go on a camp related to a

“Children in Years 9 and 10 benefit from an integrated programme designed to prepare them with the necessary learning skills to transition to Year 11 at other schools.” ERO Report

Uniforms

The school uniform is an important part of developing pride in our school, loyalty and identity. Therefore all students are required to wear the school uniform whenever appropriate, on school trips (unless otherwise notified) and associated activities, as well as while attending school.

The school holds parents responsible for supplying their children with the correct school uniform and for keeping it clean and in good condition. Shoes must be kept clean and polished and in good repair at all times. All items of clothing should be clearly labelled.

Students are expected to wear their uniform properly at all times. Shirts must be kept tucked in. Jackets are not permitted to be worn inside the classroom.

All students are expected to abide by our dress code whenever they are wearing school uniform regardless of the circumstances.

Most of the school uniform is available for purchase from The Warehouse. Boys' polo shirts and socks, girls' pinafores and Year 9/10 jackets and ties are only available through the school office.



Sunhats

All students are required to have the regulation sunhat at school for wearing outdoors during Terms One and Four.

Swim Wear

Swimwear must be of modest design.

Jewellery and Make up

No makeup may be worn by any student, including nailpolish.

Girls may wear a maximum of one stud or sleeper per ear, located only in the ear lobe (lower ear). Boys are not permitted to wear earrings or studs. No other body-piercing is acceptable.

All students may wear a wristwatch but wrist bands or bangles are not permitted. Necklaces or pendants are not permitted.

Most of the school uniform is available for purchase from The Warehouse. Boys' polo shirts and socks, girls' pinafores and Year 9/10 jackets and ties are only available through the school office.



- Shoes must be black leather or imitation leather. No other colours should be on the shoes (including labels, the sole and shoelaces). Shoes should not go above the ankle (i.e. ankle and full-length boots are not permitted).
- Students may wear sandals in Terms 1 and 4 but they must also be black leather or imitation leather and below the ankle.
- Examples of acceptable footwear:



Hair

No outrageous or unusual hairstyles are permitted. All hair must be kept clean and tidy at all times. Girls' hair is to be kept tidy and off the face. Long hair should be held or tied back using appropriate ties or headbands (dark blue, green, or black). Boys' hair should be off the face and collar. It is the parents' responsibility to regularly check their child for headlice and report any findings to the office.

Year 1-6 Girls' Uniform:

White Polo Shirt (short-sleeve in Summer, long-sleeve in Winter)

School Tartan Pinafore or Tartan Skirt

Green school jersey

Socks (white ankle socks in Summer, knee-high navy socks in Winter)

Black shoes

Green sports top (Year 5-8)

Blue sports shorts (Year 5-8)

Navy bucket sunhat

Students may bring a jacket to school to wear outside in the winter months. They must have a school jersey underneath.

(It is not a substitute for the jersey.)



Year 7-8 Girls' Uniform:

White blouse (short-sleeve in Summer, long-sleeve in Winter)

School Tartan Skirt

Navy school jersey

Socks (white ankle socks in Summer, knee-high navy socks in Winter)

Black shoes

Green sports top (Year 5-10)

Blue sports shorts (Year 5-10)

Navy bucket sunhat

Students may bring a jacket to school to wear outside in the winter months. They must have a school jersey underneath.

(It is not a substitute for the jersey.)





Year 1-6 Boys' Uniform:

Navy blue mid-length shorts

TCS polo shirt (short-sleeve in Summer, long-sleeve in Winter)

Green School jersey

TCS school socks

Black shoes

Green sports top (Year 5-8)

Blue sports shorts (Year 5-8)

Navy bucket sunhat

Students may bring a jacket to school to wear outside in the winter months. They must have a school jersey underneath. (It is not a substitute for the jersey.)

Year 7-8 Boys' Uniform

Navy blue mid-length shorts

White shirt (short-sleeve in Summer, long-sleeve in Winter)

Navy School jersey

TCS school socks

Black shoes

Green sports top (Year 5-8)

Blue sports shorts (Year 5-8)

Navy bucket sunhat

Year 9-10 Girls' Uniform:

White blouse (short-sleeve in Summer, long-sleeve in Winter)

School Tartan Skirt

Navy school jersey

Socks (white ankle socks in Summer, knee-high navy socks in Winter)

School Tie (Terms 2 and 3)

School Jacket

Black shoes

Green sports top (Year 5-10)

Blue sports shorts (Year 5-10)

Navy bucket sunhat

Year 9-10 Boys' Uniform:

White shirt (short-sleeve in Summer, long-sleeve in Winter)

Tab Navy Shorts

Navy school jersey

School tie (Winter)

TCS school socks

Black shoes

School jacket

Green sports top

Blue sports shorts

Navy bucket sunhat

Students may bring a jacket to school to wear outside in the winter months. They must have a school jersey underneath.

(It is not a substitute for the jersey.)

Communication with Parents

We believe it is very important to have open lines of communication with parents. There are a number of ways you can make contact with your child's teacher if you have a question or concern: speak with them in person before or after school, phone the school office and request a return call or meeting, write a note in your child's homework/communication book, or email them. Email addresses consist of 'mr' or 'mrs' followed by the teacher's last name and then @timaruchristian.school.nz. For example, Mrs Lee's email address is mrslee@timaruchristian.school.nz . We ask that you do not contact teachers on their personal cellphone number or through social media eg personal facebook pages.

Keeping Informed

Parents are encouraged to work in partnership with the school to help their child achieve their goals. To ensure parents know what is happening at TCS, families receive a weekly newsletter. Our facebook page also contains photos of activities at school and reminders about upcoming events.

At the end of Terms 1 and 3, we host parent-teacher interviews in which teachers update parents about their child's progress and work together to set goals for the coming terms. At the end of 20, 40, 60, 80, 100, and 120 weeks at school, and in Terms 2 and 4 for Year 4-10 students, parents receive a written report about their child's progress and describes some ways parents can assist their child in their learning at home.

Attendance

It is very important for our children to be at school, ready to start school before the first bell. This ensures they are settled and not stressed about being late or missing anything in class. If your child arrives late to school, please ensure he/she checks in at the school office so we can make a note on our register that they have arrived.

If your child is absent please inform the school office before 9am. A message can be left on the answerphone. If they are away due to illness for more than 3 days, a medical certificate needs to be shown to the office upon return.

School Policies and Procedures

A copy of all School Policies and Procedures are available for viewing at the school office and on our website. They can also be emailed to your home email address upon request.

Our Charter contains our strategic and annual plans, outlining what we are aiming to do and develop over the next three years. A copy of this is available at the school office.

Complaints Procedure

Most complaints can be resolved informally by discussions with the people concerned. If an informal approach is not successful the complaint should be brought to the attention of a senior staff member or the principal.

If the complaint is made to a board member, the complainant is encouraged to resolve the issue informally by raising the matter with the person concerned, and the board member must inform the principal.

Generally, an anonymous complaint cannot be processed unless there is a sound legal reason for protecting the identity of the complainant.

This procedure enables us to:

- deal with complaints fairly, effectively, and promptly
- maintain confidentiality
- preserve school/community relationships and communication.

Guidelines for Parents with a Complaint

If you have a complaint about a staff member, contact the person involved and discuss the matter. We ask that parents approach the staff member concerned directly, and as soon as possible, to prevent issues escalating or remaining unresolved.

If the matter doesn't involve a particular staff member, or you do not wish to contact the staff member concerned, or you are unhappy with the outcome of meeting with the staff member, contact a senior staff member or the principal to discuss further resolution.

If the matter concerns the principal and you have not resolved it by discussion with the principal, and feel uncomfortable directly approaching the principal, contact the chairperson of the board of trustees.

If an informal meeting does not resolve your concern, you can make a formal complaint.

Attendance Dues and Activity Expenses

Attendance dues are set by the Ministry of Education in conjunction with the school's Trust Board and are used towards property costs.

Attendance Dues are \$650 + GST per year for each child. An account is issued by the Trust Board at the beginning of each term for \$186.88 per child. Attendance dues are to be paid in advance. Payments are sent directly to the Trust Board – automatic payments are encouraged.

Activity Expenses cover additional activities your child takes part in eg swimming lessons, stationery costs etc. A statement is sent out to families at the end of each term.

"Children in Years 9 and 10 benefit from an integrated programme designed to prepare them with the necessary learning skills to transition to Year 11 at other schools." ERO Report

“Timaru Christian School provides Christian-based education. The school makes effective use of achievement information to make positive changes to learners’ engagement, progress and achievement. Children benefit from a broad and interesting, bible-based curriculum. They participate and learn in a caring, collaborative and inclusive learning community.” - ERO Review 2017

