

# Junior School Handbook 2019



## Junior school information pack for parents

We warmly welcome both you and your son to the Medbury family. We trust that you will have a happy and fulfilling association with us. The Medbury philosophy is carefully fostered and nurtured in our Junior School. We aim:

**“To create a positive, caring and happy learning environment which develops each boy’s potential in a partnership between boys, parents and staff, and to strive for the highest standards in all of our endeavours.”**

We believe that the first years of school should be positive, fun filled and a highly enjoyable start to your son’s education. We provide opportunities for the development of your son in academic, social, cultural and sporting contexts. We look forward to working with you to fulfil your son’s needs. To make his transition to Medbury easier, we enclose the following information pertaining to our Junior School.

### Organisation of Classes. We have the following classes in the Junior School:

<b>Class 1M</b>	Mrs Karen Mahon
<b>Class 1R</b>	Mrs Dahl Robertson
<b>Class 1H</b>	Mrs Charlotte Henderson / Mrs Joanna Blakely
<b>Class 2H</b>	Mrs Georgie Gilbert
<b>Class 2M</b>	Miss Jane McGarry
<b>Class 3S</b>	Ms Erin Sutherland
<b>Class 3E</b>	Mrs Clare Erasmus

Junior School teachers are responsible for the core curriculum, and Specialist Teachers take the boys for I.C.T., P.E., Drama, and Music.

The School day begins at 8.25am. As it is important that boys are punctual, we recommend that they arrive **ten minutes** earlier, to settle in and organise themselves before lessons begin. The school day concludes at 3.00pm for Years 1 and 2, and at 3.20pm for Year 3.

### On Wednesdays, school starts at 8.15am with a Chapel Service.

Please do not drop off your son before 8.00am, unless he has a ‘before school’ extra-curricular activity.

On arrival, the boys are expected to hang their blazers on their pegs and unpack their bags by themselves. We encourage independence and good organisation. It is important for the boys to carry out these tasks themselves, as they will be expected to do so during the rest of the day.

Boys will also then be expected to take down their chairs, and unpack their prep bags; after this they may choose either to play quietly in the classroom or go outside to the Junior playground until the bell rings for classes to begin.

**Interval is at 10.00am**, at which time each boy is expected to visit the toilet and wash and dry his hands before eating his morning tea. It is a good idea to wrap morning tea separately in the lunch box.

Teachers are on duty in the playground areas to supervise boys during playtime. We allow boys to bring named sports equipment from home to use in the playground but do not encourage bringing toys, unless for special news. Please be aware that we do not take responsibility for these.

### Lunchtime begins at 12.30pm.

The boys sit to eat their lunch in an assigned area under the direct supervision of duty teachers and school leaders.

On **wet or cold days** lunch is eaten in The Medbury Centre or in classrooms. Boys are encouraged to eat all their lunch. The duty teachers or school leaders will usually check boys in Years 1 to 3 lunch boxes after Grace.

**Teaching commences in the afternoon at 1.25pm.** Years 1 and 2 finish school at **3.00pm**. Their teachers will bring the boys to the school gates on Creyke Road. Any boys not collected will be supervised in their classrooms until **3.20pm**, when they will be taken out again. They may be collected from the foyer by the library if the weather is inclement. **Year 3 finish school at 3.20pm.** After packing their bags and putting on their blazers, boys may then leave the locker room to meet their parents either at the main foyer area (by the Library if wet), or the carpark.

Years 1 and 2 boys must stand with their parents if they are waiting for other children. No boys should be running around or be playing on the big field, as there is no supervision. The same applies for the Year 3 boys once they are dismissed.

If you can not collect your son on time, then he **must** be booked into After School Care.

It is imperative that all boys are signed out when being picked up from After School Care. There is a 'sign out' chart with the After-School Care Supervisor. A sibling over the age of 14, or an older brother who is currently a pupil at Medbury, may sign your son out, providing the School Office has received written permission or an email from the Parent/Caregiver.

### **Sports Practices:**

Summer: When a boy has been at sports practice until 4.30pm he may travel home in his P.E. gear or whites and school blazer. Those boys who are travelling on public transport or by taxi must wear their full school uniform.

Winter: When a boy has been at sports practice until 4.30pm he may travel home in his full tracksuit. If a boy does not have this he must change back into full school uniform.

We need to be informed if there is any change in the usual pick-up arrangements, as we do not allow boys to leave the School with people not known to us.

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## **General information**

### **Equipment:**

In addition to the school uniform, all boys require a Medbury sunhat. During the summer, boys should also have their swimming togs and towels at school every day.

On a day when Year 1 to 3 boys have P.E. they are expected to come to school in their full school tracksuit, with housetop and shorts underneath. They do not require their school uniform. They must be wearing a full tracksuit to go home in.

### **The P.E. Uniform:**

- House coloured sports top, black shorts
- Black togs either, the swim brief or the black square leg
- White socks and running/cross trainers
- Red Medbury polar fleece
- Black Medbury track pants

All boys must wear sports shoes to play outside. Velcro fastenings are recommended for Years 1 and 2 boys, and sports shoes must be left at school.

### **It is essential that all items of school uniform, P.E. gear and personal belongings are clearly and visibly named.**

This enables boys to have their mislaid property returned to them. If something has been mislaid, please check the lost property box by the Boarding House stairs. At the end of each term all unclaimed gear is given either to the uniform shop or the City Mission.

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## **Stationery**

All stationery is distributed by the class teacher and charged to the boy's school account. Two soft bags are required for homework and for library books and will be included with the stationery.

Books are required to be covered in Duraseal or with EZ covers by the end of the first week. The classroom teacher provides labels for books. Year 3 boys may have a pencil case.

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## **Absences**

Please let the office know by 8.00am if your son will be absent for any reason or will be arriving late to school.

**Email: [absentees@medbury.school.nz](mailto:absentees@medbury.school.nz)**

**Phone: 03 351 6169**

(You may leave a message on the answer phone if you call outside office hours).

Please include your son's name, class and the reason for his absence. Office staff are required to ring you if your son is recorded as an unexplained absence.

Parents and Caregivers are required to sign boys in at the School office if they are arriving late to school, which begins at 8.30am. Parents and Caregivers are required to sign boys out at the school office if they are leaving prior to school finishing at 3.00pm (Years 1 and 2) or 3.20pm (Years 3 to 8).

**Please note** that all Parents and Caregivers are required to sign in and out at the School office if they enter the school grounds during school hours.

## Extra-curricular activities

Medbury offers a very wide range of extra-curricular activities and lessons for boys to participate in. However Junior School boys are only able to take part in those that are held before school, during lunchtime or after school.

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## Lunches

Your son is able to have lunch in the Dining Hall with the Boarders. The cost is \$9.00 including GST per meal, and this amount will be charged to your son's school account.

If you would like to order lunches for your son, please complete the term order form which is published on the website. Please note these lunches are very popular and must be booked well in advance. If your son is gluten intolerant or has a severe food allergy please contact the office before ordering: [office@medbury.school.nz](mailto:office@medbury.school.nz)

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## Shuttle service

A 10 seater Minibus operates between Selwyn House and Medbury, Monday to Friday at the following times.

- **7.50am** Departs Selwyn House      **8.00am** Arrives Medbury
- **8.10am** Departs Medbury      **8.25am** Arrives Selwyn House
- **3.35pm** Departs Selwyn House      **3.50pm** Arrives Medbury
- **3.55pm** Departs Medbury      **4.10pm** Arrives Selwyn House

If you would like to book a seat (subject to availability) for your son or daughter, please email the Medbury School office before the start of the each term [office@medbury.school.nz](mailto:office@medbury.school.nz)

This cost of this service is \$2.60 (incl. GST) each way. This donation will cover the cost of the driver and fuel that is currently being paid for by both schools. Your child will be marked on the daily register for each sector, and an account will be given to you at the end of each term from whichever school your child is attending. Please note that you will receive two accounts if you have sons and daughters using this service.

## Communication

The Medbury prep diary is our primary means of communication between home and school. It should come home in your son's prep bag every day and be read and signed daily by you. It will include details of your son's prep, forthcoming events and will be signed by his class teacher. Prep is compulsory four days a week and includes a 10-15 minute period of reading.

In Years 0-2 your son should be doing 10-15 minutes of prep each day, and in Year 3 he should be doing 15-20 minutes a day. We hope you will show an interest in this and use it as a means of informal communication with the teacher. Notices are generally sent home by email. The school calendar should be referred to regularly for important events such as Church Services.

**Boys are expected to attend all Junior School Services, which during the year will be held at St Barnabas on Sunday evening at 6.00pm, and on Wednesday mornings at 8.15am in The Medbury Centre. Please provide a letter or an email to the Headmaster to inform us if your son is unable to attend a Sunday Service.**

You are most welcome to approach your son's teacher or myself at any time, should you need further information.

I am really looking forward to a fantastic, fun filled year.

Yours sincerely,

**Mrs Emma Gunn,**  
Junior School Team Leader

## Medbury school policy on bullying

### Rationale:

This policy is supported by the following documents:

- Stand Down and Suspension Policy
- ICT Code of Conduct
- Digital Citizenship Continuum
- School Behaviour Management plan.
- Medbury actively seeks to provide a school environment for all boys and staff that is free of bullying behaviours.
- All bullying behaviours, including verbal, physical, emotional and cyber bullying are unacceptable at Medbury. All instances of bullying will be taken seriously and acted upon in accordance with this policy.
- The School recognises that technology plays an important and positive role in boy's lives, both educationally and socially. It is committed to helping all members of the School community to understand both the benefits and the risks, and to equip boys with the knowledge and skills to be able to use technology safely and responsibly.

### Purpose:

- To maintain a bully-free and safe school environment.
- To model the Medbury Values in the school community.
- To strive to make Medbury a school in which bullying of any kind has no place, and to have a whole school approach to ensuring safety, security, openness and confidence.
- To inform boys and parents of the School's stance on bullying and the School's expectations in terms of behaviour.
- To provide boys with strategies to address bullying.

### Conflict:

Conflict between pupils is found in every school. As they are immature, children may, from time to time, use inappropriate means to resolve conflict. Conflict will include aggressive behaviour which does not meet the criteria for bullying above but which inevitably will be inappropriate in the school environment and must attract an appropriate response by staff.

### Definitions:

#### Bullying is behaviour which:

- is intentionally hurtful (either physically or emotionally)
- is repeated
- is deliberate
- Involves a power imbalance whether actual or perceived

#### Forms of Bullying:

##### Bullying can take several forms:

- physical: kicking, hitting
- verbal: name-calling, insulting, put-downs, offensive remarks, threats
- cyber bullying: using technology — cell phone, social networks, email, etc. deliberately to hurt or humiliate another
- material: hiding, breaking or taking someone's gear
- relational: exclusion, spreading lies

Some features of cyber bullying differ from other forms of bullying.

The key differences are:

- impact: the scale and scope of cyber bullying can be greater than other forms of bullying
- targets and perpetrators: the people involved may have a different profile to traditional bullies and their targets
- location: the 24/7 and anywhere nature of cyber bullying
- anonymity: the person being bullied will not always know who is bullying them
- motivation: some boys may not be aware that what they are doing is bullying
- evidence: unlike other forms of bullying, the target of the bullying may have evidence of its occurrence

### Policy:

All areas of the School will teach and model appropriate behaviours and the strategies that are involved in conflict resolution, positive assertiveness and intolerance of inappropriate aggression.

### **Bullying often involves three groups:**

- Perpetrator/s
- Bystander/s
- Victim

### **Proactive Approaches to Prevent Bullying:**

- KiVa Programme
- Health Curriculum
- Teachers and school leaders on duty during school breaks
- Bullying Poster up in every classroom and frequently referred to
- Annual pupil surveys on bullying
- Every boy expected to know:
  - Definition of bullying
  - What to do if they are being bullied
  - What to do if they see someone bullied
  - What are the consequences of being a bully
- Pastoral Care Programme

### **Key Responsibilities of Staff:**

- To provide a safe physical and emotional learning environment for boys.
- To support boys in the safe and responsible use of the internet, including understanding the importance of password security and potential dangers of social media.
- To follow the directions of the school ICT Code of Conduct.
- Provide supervision and regular monitoring within the school environment via teachers, teacher aides, school leaders and sports coaches.
- To report any incident of bullying to either the boy's classroom teacher or where deemed appropriate to a member of senior staff no later than by the end of that day. This is especially relevant for teachers on duty.
- To ensure that the four strands of the Health Curriculum are taught at every year level.
- To ensure that all boys are aware of the consequences of being a bully and being bullied.

### **Key Responsibilities of Boys:**

- To seek help from senior leaders, peers, staff and parents should they be bullied, or observe bullying.
- To report any incident of bullying or suspected bullying to the appropriate individual.
- To understand what bullying is and why people engage in bullying.
- To know what the consequences are should they be involved in a bullying incident.

### **Key Responsibilities of Parents:**

- To listen to their son when he reports incidents of bullying.
- To ensure that the incident falls within the definition of bullying.
- To contact the classroom teacher.
- To encourage their son to discuss with a member of staff at school.
- To have seen, discussed with their son, and signed the School ICT Code of Conduct document.
- To support boys in the safe and responsible use of the internet, including understanding the importance of password security and potential dangers of social media.

### **Expectations of all Medbury Staff Members when dealing with suspected bullying:**

In most instances, intervention by staff will result in an immediate stop to bullying behaviour, a positive outcome for the victim of bullying and recovery of normal relationships over time.

*Staff — Every reported incident of bullying will be investigated, viewed as potentially serious and where confirmed, will be reported to their Team Leader and/or a member of Senior Management.*

1. Staff will never ignore suspected bullying and will investigate and address any bullying incident.
2. If a member of staff becomes aware of a bullying incident they must inform each boy's class teacher. The teacher will listen carefully to all accounts and record the details. They will protect and support the boy who has been bullied while the extent of the bullying is being investigated.

3. The staff member dealing with the bullying incident will decide the appropriate course of action and use the Behaviour Management Plan accordingly.
4. Appropriate action will be taken to assist any boy found to be deliberately bullying another boy to change this behaviour. Staff will help the boy who has bullied to recognise the effect of his behaviour and to take responsibility for it. Appropriate sanctions will be applied and staff will support the boy in changing his behaviour.
5. Staff will inform and involve parents (if deemed appropriate).
6. If necessary, at the discretion of the Headmaster, external agencies may be involved as appropriate.
7. Following appropriate action by the staff, the victim of bullying and the bully will be monitored to ensure that bullying has ceased and the bully will be monitored to ensure that his behaviour reflects the Medbury values.

#### **General:**

There will be regular evaluation and updating approaches to take account of developments in technology, for instance, updating the ICT Code of Conduct, as and when required, and no less than annually.

All reported cases of bullying will be recorded, including cyber bullying and where deemed sufficiently serious the appropriate Senior Management member will keep the records confidential and secure. The Headmaster will be responsible to discuss any serious incidences of bullying with the Chairman of the Trust Board.

## **Code of ethics for players**

- Players will practice and play in the correct sports gear as published in the Information Booklet. This includes the necessary protective gear.
- Players will abide by the rules of the game.
- The Medbury approach to 'Winning and Losing' will always be adhered to.
- No player will argue with a referee or challenge an umpire's decision. The captain is predominantly the only boy able to seek clarification.
- Any communication with the referee or umpire must be polite and respectful.
- No boy will ridicule, admonish or criticise another player.
- No inappropriate language will be tolerated at any time.
- Boys will always line up at the end of a game, offer three cheers and shake hands. They will also thank the referee or umpire.
- Boys who are injured are encouraged to attend the team's training sessions and games where practicable.
- Boys must inform their coaches if they are unable to attend a practice or game including games played over holiday breaks.
- Boys may never boo/jeer the opposition whether they are playing or watching a game. They will applaud the performance of both teams.
- Be familiar with the NZFSM recommended stretching exercises- see website. This includes ensuring a warm up and warm down after every game.
- Boys are expected to thank the coaches and their manager after each game.
- The Motto of 'Play the Game' will always be upheld.
- Boys in a first team must make themselves available to play for any semi final or final.

## Code of ethics for parents

### Rationale:

- To promote an effective partnership between parents and the School and to encourage the boys in their sporting pursuits.
- To emphasise the importance of our school philosophy and motto, 'Play the Game'.

### Guidelines:

- Parents will reinforce the Medbury 'Code of Ethics for Players,' with their sons.
- Parents will applaud the performance of both teams.
- Parents will praise efforts and celebrate results.
- Allow the players to play their game, not yours.
- Be positive with the referee or umpire and acknowledge their efforts.
- **Communication with the referee is expressly limited to captains and/or coaches of the two sides.**
- Extend a warm welcome to visiting teams, officials and supporters.
- Recognise and support the contribution of coaches.
- Parents should stress the importance for their boys to eat properly and at the right time before an event.
- The pre-game and halftime messages are the sole responsibility of the coach and captain.
- Parents are expected to have their children available for any Saturday matches that Medbury teams are playing.
- If you have a concern about the coaching/ management of a particular event or your son's team, please communicate as soon as possible with the Medbury School staff member in charge of the team, or the Sports Director.
- The place, time and tenor of all communication should reflect the standards that Medbury seeks to model for its students.

## Code of ethics for coaches

- Coaches will support and reinforce the Medbury 'Code of Ethics for Players and Parents.'
- All coaches over the age of 18 will be police vetted.
- Students under 18 must have a letter of reference from their secondary school
- Coaches must follow the policy for selecting a Medbury first team.
- Coaches will be dressed appropriately for all school practices.
- Coaches should stress the importance of warming up and warming down before and after exercise. They should be aware of the NZFSM recommended stretching exercises.
- Coaches should stress the importance for their boys to eat properly and at the right time before an event.
- Coaches will aim to allow all boys in their team the chance to win the 'Player of the Day' award during the season.
- All players must play at least half a game in any Saturday game in the regular season. The use of reserves should be monitored so that it is fair for everyone.
- Medbury has very high behaviour expectations of its players. Any concerns or issues must be directed to the Sports Director.
- Coaches will create an enjoyable environment in which to play the game.
- Coaches will positively reinforce the actions of players.
- Coaches should encourage their captains to take as much 'on field' responsibility as possible, appropriate to their age.
- Coaches will promote team respect for referees and umpires.
- Coaches of the higher teams should be encouraging their players to set realistic goals.
- Coaches are responsible for carrying a First Aid pack to all practices and games.
- Coaches are responsible for maintaining details of their team's results and will write an end-of-year report for The Medburian.
- Coaches will ensure that their language is appropriate.
- Coaches will lead by example.

## Independent School for Boys

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