Te Kura o Rudolf Steiner i Ōtautahi
Christchurch Rudolf Steiner School

Parent Information A-Z

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www.ch.steiner.school.nz

WELCOME

Dear Parent Community

Welcome to our kura. We hope your years with us are inwardly rich and successful for your child, yourselves and for us, the teachers.

Our school is part of the worldwide Rudolf Steiner Schools' movement, first begun in Stuttgart, Germany, in 1919, by Rudolf Steiner. Steiner education seeks to respect and nurture the interplay of the spiritual life, the life of soul (emotional well-being), and health of the physical body of the students in our care, as they grow and mature during their school years.

Rudolf Steiner schools and kindergartens now number over 1000 worldwide, with 15 in New Zealand. Each school is individual. The organisation which acts as guardian and worldwide supporter of our schools is called the Education Section of the Anthroposophical Society. This Section, with headquarters in Switzerland, strives to make the spiritual impulses of our work accessible and appreciated by the teachers and parents of schools and kindergartens - in ways appropriate to diverse religions, geographical, economical and political climates. When the February 22nd earthquake struck our city, support came almost immediately from the Education Section in Switzerland along with financial and moral support from many Waldorf schools around the world.

Our school was founded on April 21st 1975, in two small rooms behind a church in Addington, Christchurch. Later we moved to temporary premises in a school in Springfield Road, St Albans. We have been on this present site since 1983.

We integrated with the State, under the Integration of Private Schools Act (1975) as a school with a special character based upon Rudolf Steiner's philosophy (in August 1989). Integration meant that we could construct our buildings, employ our teachers and maintain our finances according to our special character, by receiving Ministry of Education funding. It also means we must satisfy both the State National curriculum and our own Steiner curriculum, based on Steiner's philosophy and curriculum indications.

We hope this booklet is helpful to you.

Special Character

Whole person learning is the key to lifelong well-being, towards an interest and care for others, curiosity about why things exist and to a rich imagination, wonder and lifelong passion for learning. Whole person learning nourishes every child's developing unique spirit or *wairua*. Thinking is enhanced by rhythm and by problem-solving, imagination burgeons through wonder and story-telling, and hands-on work, such as crafts, woodwork, gardening or cooking connects us to the world.

Rudolf Steiner (1875-1925) developed the Art of Education to uniquely interweave the body, soul and spiritual needs of the developing child's maturational awareness or consciousness. For example, a primary school child's consciousness is nurtured in quite a different way to a teenager.

A holistic world view (both spiritual and physical) requires the teaching of a living knowledge that is translated into reading, writing, painting, maths, technologies, sciences etc, and becomes the basis for a student's worldly skills.

With an 'inner' (nurturing the soul life) and 'outer' education (skills, knowledge, capacities), students gradually develop a healthy and independent individuality, in which to freely choose their own path in life. This is the meaning of an 'education towards freedom'.

Rudolf Steiner called this 'wider' understanding of the human being 'Anthroposophy'.
(anthropos = human, Sophia = knowledge).

Anthroposophy is a philosophy, not a religion. It is not taught to the children, but each teacher strives to learn and develop so as to better understand the development of the children and students in their care. Our aim is for each student to find their own path and integrity in life.

The way our school is organised attempts to reflect this pervasive world view, and the unique contribution of each member to our school, while maintaining efficient management and excellent learning opportunities.

The following pages will hopefully help you to understand the organisations and processes throughout the school. Special character talks are open to prospective and current parents to attend. More information is available on our website: **www.ch.steiner.school.nz**
Please contact our office if you have any other queries.

Paul Kennedy, *Interim Principal*
Alan Cummins, *Chairperson Proprietors' Trust*
Mark Lewis, *Presiding Member School Board*

Kia ora and welcome to this short booklet, packed full of information to help you in your first few weeks at our school.

Absentees

If your child will be absent from school today (e.g. illness or an unexpected event)
You must let us know by 9am. Text 3255 and start message with CHRSS (use capitals) then leave a space and type your child's full name, class and the reason for absence. **Please follow this procedure each time**. Replying to an old message will not work. You can also send an email to **reception@ch.steiner.school.nz** or phone the office on 337 0514 and leave a message on our absence line.

Students arriving late: Student who arrive at school after 9.00am are deemed to be late. If your child is not **in class** at 9.00am, the office needs to know. Please send your child to class **via the office**, drop in yourself, or phone and let us know they have arrived. If this does not occur, the school will assume the child is absent. School will telephone or text all parents whose children are deemed to be absent.

Signing in/out: All students who arrive and leave school outside the normal hours, for example, when attending an out of school appointment, need to sign in/out with the office. Students below class 12 need explicit permission from their parents or guardians to sign out of school.

Long term leave:
Requests for planned leave (eg. upcoming holidays, sports trips). Contact the school by:
Writing to the School:
Christchurch Rudolf Steiner School
PO Box 19944, Christchurch 8241
Alternatively, email **admin@ch.steiner.school.nz**
Clearly state your child's full name, class and date/s of proposed absence, and the reason why. A response will be sent in writing.

Accidents

Accidents may occur at school. It is vital that we have the correct contact numbers for caregivers and emergency contacts. Please ensure that these are up-to-date and current at all times. The office staff are happy to help you with this if you need some assistance. Staff keep a record of accidents and will inform you when necessary.

Attendance dues

Attendance Dues are an annual compulsory fee that is paid to the Proprietors trust and is used by them for property costs and development. As an Integrated Area School, the Ministry of Education does not contribute to property related costs.

Behavioural Interactions

Students: All students are expected to act in a respectful manner towards staff and other students.

Staff: All staff are expected to be guided by the Education Council Code of Ethics, the School Code of Conduct, school bullying procedures, and to respect the UN Convention of Human Rights.
Parents: all parents are expected to by guided by the School Code of Conduct when interacting with staff, students and other parents on school grounds.
Our school runs a restorative practises process and any conflict will primarily be dealt with through this lens. The restorative practise will be between the parties involved in the incident. In the case of a major verbal, behavioural or emotional event committed by a student, the Principal will become involved. This may result in the student being stood down.

Bicycles

We encourage the riding of bicycles to school. All bikes are to be parked in the bike racks. Please note that it is recommended that the bikes are locked and that students need to provide their own locks.

Board of Trustees (BoT)

This is the schools governing body who are responsible for ensuring the school complies with relevant legislation. The Board meets 2-3 times during the term. Elections for Board members are held every three years.

Calendar of School Events

Important dates, class meetings, festivals, and term dates are printed on the Calendar of School Events which is available on the school website. The calendar is regularly updated throughout the year.

Camps

We offer a fantastic camp programme at our school. Camps provide opportunities for students to learn in different environments. The camp programme runs from Class 3 to Class 12. All camps require extra forms to be filled in and we appreciate your support with filling these in and returning them promptly. The cost the camp will be notified to parents well in advance, so that parents can budget for the cost. Parents will be invoiced.

Cars

The school has limited parking spaces, so we ask that parents do not drive onto the school grounds during school hours. Fifield Terrace, Ombersley Terrace and Hansen Park can be used for drop off and pick up. There are passing bays down the Fifield driveway, these must be kept clear and not parked in. The yellow dotted lines in Ombersely Terrace means “do not stop here”.

Please do not park or drop off children in the school driveway or staff car parks.
PLEASE DO NOT USE THE SCHOOL’S PRIVATE ROAD FROM FIFIELD TERRACE;
IT IS FOR STAFF AND SERVICE VEHICLES ONLY.

Communication

You are welcome to ring the school any time on (03) 337-0514. The phone line is normally staffed between 8:30am and 4:00pm, if the person you wish to speak to is not immediately available the office will send an email and ask the staff member to be in contact with you.
Staff can be contacted directly through their email address, which is their full first name followed by the first letter of their last name, then @ch.steiner.school.nz. For example rachelc@ch.steiner.school.nz
Many useful things can be found on the school website: **www.ch.steiner.school.nz**

Complaints

Clear communication and transparent processes are vital to a healthy community. Complaints and concerns are taken seriously, and we will make every effort to ensure these are managed effectively and resolved speedily. With all complaints we encourage the person/s making the complaint to resolve the matter with the person/s concerned.

· **ACT LOCALLY BEFORE GLOBALLY** with any concerns.
· Please see the school website www.ch.steiner.school.nz for the complaints process

You can find additional information on the school website under **Policies** ('About' tab). **Read: Policies and Procedures on BEHAVIOUR.**

Community Organisation - The Community Association (CA).

The Community Association is a body of parents who enhance and support Steiner Education. It acts as a liaison between parents, the College of teachers and the Board of Trustees. It actively assists the school with physical and educational supports. The playground equipment was fundraised and constructed by the Community Association.

The group organises fairs and other fundraising activities to cover extra educational costs not already covered by government funding or fees (such as teacher aides). It also assists in organising some festivals and other social activities related to the school. It can only run if parents are involved. All members of our school community are welcomed and encouraged to join the Community Association or attend the monthly meetings.

The committee are:

Paul Kitto	Carlene O'Brien	Romy Barbier
Annah Johnston	Katherine Bauer	

Curriculum

Details on the curriculum are available on the school website **www.ch.steiner.school.nz**

Dress code

Part of the special character of our school is that we do not have a uniform. However, we do expect a reasonable standard of dress at school. Clothes should be appropriate for school and learning. Sun hats should be worn in Terms 1 and 4 and rain jackets need to be worn if students wish to play in the rain. Please consult the Dress Code on the website for full guidelines. It is

also encouraged that Kindergarten and Lower School students have a change of clothing and gumboots at school as playing in the mud is a common occurrence.

Donations

A flat structure is used to decide the level of donations. Your donation is voluntary but pays for some of the special character of the school. These include the costs of main lesson books and the supplies of handwork materials.

Drug and alcohol free

We are committed to a drug and alcohol-free school environment. Drug use of any kind is both inappropriate and unlawful at any time in the school environment. We are a no smoking/no vaping place of education.

Emergency evacuations

The school has emergency evacuation procedures and practices these regularly. In the event of an emergency closure, we will use all communication options available to contact you including:

· The school texting system to send a message to all families
· Group emails to parents and caregivers.

In the case of a lock down, please do not come to school to collect your child until you have been contacted by the school. We are not legally able to allow you to come onto site and remove your child during a lock down.

Federation of Rudolf Steiner Waldorf schools

The Federation's purpose is to promote and safeguard the integrity of Steiner education in New Zealand and it seeks to support its continued development. The Federation can be contacted via its website: **https://seanz.org/**

Festivals

Festivals are a strong feature of our school's rhythm. The festivals punctuate out school year like a heartbeat that renews and enlivens the life blood of the community. Festival dates are noted on the school calendar on the school website.

Gum

Students are not permitted to chem gum at school.

Grounds

The school grounds are maintained by our Caretaker and Operations Manager, but as a community we ask that you help keep them clean and safe for our children. Dogs should not be taken onto school grounds.

ID Cards

Student ID Cards are available for our Upper School students at the start of the year. If you would like more information about getting a new card, or if the previous one has been lost or the student is new to the school, please contact the school office.

Lost Property

All personal property should be clearly named. Named lost property will be promptly returned to the student concerned. Unidentifiable lost property is put in the lost property box and then laid out for parents to claim at the end of term. **Please note** that all unclaimed lost property is donated to a charity at the end of each term.

Lockers

School lockers are available for hire for US students. The cost of hire is $50 for the year, which includes a $20 bond that is returned at the end of the year once the school locker has been cleaned, emptied and the school issued lock has been returned. Please contact the school office about hiring a locker.

Lunch Boxes

Lunch boxes should have foods with a high nutritional value and be free of colouring and additives. Please do not send 'party' food such as potato chips, sweets, soft drinks or energy drinks to school. When it is your child's birthday, please do not bring in any shared food without consulting the teacher.

Some children in our school have extreme allergies to certain foods that may cause them to go into anaphylactic shock. A teacher will inform you if this is the case in any of your children's classrooms. This may mean that some food items such as nuts need to be left out of lunch boxes. **WE ARE A PEANUT FREE, WATER DRINKING ONLY SCHOOL.**

Lunchtime

Lunchtime is from 12:50pm to 1:30pm. All students are required to stay in the school grounds at lunchtime.

Medical

The school has many qualified first-aiders available for first aid and care of sick students. Please contact the office if your child has any special medical needs. The office staff will pass this on to the relevant staff.

Messages

If you have an urgent message that needs to get to a student, please phone the office and they will pass it on.

Newsletter

Our school newsletter is published once a fortnight. Important dates, student achievements, festivals and any updates from the past fortnight are in the Newsletter. This is our most regular form of communication, and it is recommended that you read it to stay informed about happenings at School. If you have items to include in the newsletter, please contact the school office. To be added to the mailing list send an email to the office. The newsletter and past publications are posted on the school website.

Parent Involvement

Parent involvement is a huge aspect of our school. If you want to help out, please contact your class Teacher.

Parent Library

Undertake self-education by making use of the parents' library. The **Parents' Library** is available for parents to borrow books on Steiner education, anthroposophical literature, craft etc for a three-week period. There is also a childrens' picture book library, and parents may borrow these books free of charge for their young children. It can be found in the Te Ara Sophia centre at 275 Fifield Terrace, a short walk across the school field.

Parent Meetings

Parent/Teacher Meetings are held at least three times a year for each class. The class teacher (in Kindergarten/Lower School), or sponsor (Upper School), will discuss issues pertaining to the curriculum and class, and any other matters raised by parents. Parents are expected to attend these meetings. Parents may also contact the class or specialist teacher about their child, to meet at other pre-arranged times. All appointments with teachers need to be made for outside of class time. Please arrange this via the school office. In some instances, teacher may have non-teaching time available during the day. *Please do not disturb class time.*

In every class, a parent is asked to fulfil the role of liaising between parents of that class and the class teacher. This person is the **Class Secretary**. The Class Secretary helps to organise class and other activities, where parents are involved. Please see your class teacher to find out your class secretary's name and contact details.

Throughout the year **talks on Steiner Education**, the curriculum, and other subjects relating to the school are held. These are advertised in the newsletter.

Pastoral Guidance

Confidential appointments for Counselling services are available for all teachers, parents, and students in classes 7-17. Kate Hamilton is our school counsellor. This is an opportunity to discuss and re-evaluate any issues affecting you or your children in the school setting or in daily life. Kate's email is kateh@ch.steiner.school.nz. If you prefer to use another counselling service, Kate can provide a list.

Photographs

As a record of life at school, class photographs are taken early in the year by a professional photographer. These are then available to purchase directly from the provider.

We do ask that during live performances at school, children are not photographed or videoed. This can be intrusive and distracting for the children and audience and it can detract from the performance. Please check with teachers when it is appropriate to takes photos as there are many opportunities when you can photograph activities without it being intrusive and taking away from the child's experience. Parents sign a form on enrolment as to whether they give permission for images of their children (and their work) to be used for publication.

Progress Reports

Progress reports in Upper and Lower school are issued mid-year and end of year. Parent teacher interview evening are also held. In the case of concern about your child or the class, please contact the Teacher or Sponsor for discussion.

Restorative Practices

We are a restorative practices school which means we believe that good relationships are at the centre of good learning. When something goes wrong, we look first at the relationship that sits at the centre of the incident and seek to repair any damage caused to these relationships through a restorative process. All our staff have had training in restorative practices.

Christchurch Rudolf Steiner School Trust (Proprietors Trust)

The Proprietors' Trust is a watchful guardian of our school's Special Character. It provides funds and support to the school for Special Character teachers' training and education of under-five year-olds. It owns and maintains the school's site and buildings, and three members of the Trust sit on the Board of Trustees and work on several other committees. Members are nominated from within the group by consultation with the College of Teachers. Presently there are eight members who meet on the second Monday evening of every month at the school. The names of the Proprietors can be found on the school website.

The 2024 members of the Proprietors Trust are:

Justin Barton	Rachel Conway	Carlene O'Brien
Alan Cummins (Chair)	Martin Gastinger	Rosie Brittenden
Istvan Martinka	Akiko Sasanuma	

School Policies

All Board of Trustees Policies and School Procedures are available in the office by request. They are also available on our school website: **www.ch.steiner.school.nz**

School Rules

All our school rules are designed with student safety first and foremost.

- **The Telephone (in the school office)**

May be used **in emergencies** by pupils with written permission from a Class Teacher or Sponsor.

- **Healing Room**

Is available for the injured or sick. A friend may be present at the discretion of the office staff.

- **Leaving School Grounds**

Lower School students must stay on grounds unless supervised by teacher/parent.
Upper School students may leave at Upper School teacher's discretion. Students **must** sign out, and in again on their return.

- **Out Of Bounds Areas**

The area surrounding entrance to Kindergarten, driveways, parking lots and outside fenced areas are out of bounds during school hours. Students must also stay out of Hansen Park unless accompanied by a teacher.

- **Personal Items**

Radios, MP3s etc, electronic toys, offensive material and weapons (including pocket knives) are not permitted at school.

- **Cell Phones**

Not permitted in Lower School. In the Upper school, they must be turned off during school time (from 8.45am - 3.00pm).

- **Throwing**

Balls only, as part of games.

- **Classrooms**

Are available for QUIET activities at lunchtime. These rooms may be locked at the teachers' discretion. Lower school corridors are clear at break time.

- **Cycles and other wheels.**

Please walk all wheel devices in the school grounds. *Parents are also asked to respect this rule.* No-one is to have access to cycles during school hours, except the owner, unless written permission is given. Pupils are urged to lock their cycles while on school property. Cycle helmets are compulsory by law.

- **Sunhats**

Must be worn outside during Terms 1 and 4 (daylight saving). This is compulsory in the Kindergarten and Lower School and strongly recommended in the Upper School. Class 1-6 are issued with school hats. Class 7 may wear their own.

- **Dress**

Must meet the requirements of our Schools Dress Code.

- **Behaviour**

Must meet the requirements as specified on our Enrolment Form, that is: “To act at all times in a manner which shows respect to all persons whether young or old and for all property.”

- **Shoes**

Must be always worn on school property when outside. Parents can support this rule by always wearing shoes when they visit the school. Students should not wear jandals or croc type shoes.

- **Dogs**

Dogs are not permitted on the school property.

Sections

Each sub section of the school i.e. Kindergarten, Lower School (Class 1-7) and Upper School (Class 8-12) meet separately to organise and manage these sections of the school.
Section leaders are:
Upper School – Katrina Burns
Lower School – tbc
Kindergarten – Aoife Dunphy

Sickness at school

Any student feeling ill at school should report to their current class teacher who will assess the student's condition and either treat the student, send them back to class, or send them to the healing room for special care. When necessary, parents/caregivers will be notified to arrange for the student to return home. Students should stay away from school until well and for 48 hours after the last episode of diarrhea or vomiting, as per Ministry of Health guidelines.

Steiner School Fair

Our Steiner School Fair is an annual event. The fair is filled with handmade works, student displays, organic food, and beautiful live music. It is a huge community gathering and is much anticipated each year. It is usually held sometime in November. Each class has a different role to play in the Fair and every parent is asked to help make, craft or decorate in some way to bring this event to life.

Suspensions and Stand downs

Students are never stood down or suspended without a good deal of thought and discussion. Parents are always notified by phone and in writing. The Ministry of Education and the Board of Trustees are also informed. The Principal may stand down a student for a maximum of five days a term or 10 days a year. If a child is suspended, then they cannot return to school until the Board of Trustees have met to consider the case. Caregivers are invited to the Board of Trustees hearing to make a representation on behalf of their child, and in most cases the Board of Trustees will also want to hear from the student about the incident.

Television, Screen Time, Internet etc.

The school advocates a non-television/screen culture, especially for younger children. Screen time is strongly discouraged for Kindergarten and Lower School aged students, as it negatively disturbs the child's natural movements, play and imagination. We assert that television/screens work contrary to our educational aims and special character, and therefore request that exposure to electronic media is restricted to weekends (if at all!). Our parent library has some helpful resources for you to peruse.

We expect this subject to be discussed in Parent/Teacher meetings and strongly encourage parents to support each other in being "TV/Computer free etc" during the child's younger years. **Upper school students are expected to purchase a device that is suitable for use in school. These devices are used at teacher discretion.**

Treaty of Waitangi

Our school has a strong commitment to living the Treaty of Waitangi and ensuring this is reflected in the fabric of the school. The school and teachers strive to ensure a culturally inclusive Waldorf education that reflects all our diversity.

Truancy

All students are expected to be at school every day it is open. We expect parents and caregiver to support the school by ensuring that any absences are explained. Where truancy is

established parents will be notified and if the truancy persists parents will be asked to come to school to discuss and create a solution to the problem.

Worries

If you have any at all please ring us on (03) 337 0514.