



## Panui - Taite 21st o Whiringa-ā-nuku 2021 Newsletter - Thursday 21st October 2021

Nau mai haere mai ki te Kura o Hupenui.  
Welcome to Greytown School.



### WELCOME TO OUR BOARD OF TRUSTEES

Our Board of Trustees would like to welcome Mrs Jess Isaac to our team. Many of you will know Jess and her family as they have been part of our community for a long time and are involved in numerous clubs. Jess and her husband Tavita have 3 children Carlo (2020 Head Boy), Harper and Mikaele. Jess has been co-opted onto the Board and will lead a new portfolio called Cultural Responsiveness. This new portfolio has been created out of our desire to strengthen and expand our understanding of how we can be more culturally responsive, and to strengthen our community ties and partnerships as we grow. We know that Jess will be a wonderful asset to our school and board in this role.

### PROMOTION

You know when you are doing a great job as a school when your staff changes are due to promotions. It is with sadness for us but excitement for her that I need to announce that Mrs Penny Hopkins has handed in her resignation. As you will know Penny's family moved to Wellington at the beginning of the year and she has been commuting each day. Penny has now been successful in gaining a position at the Ministry of Education as a Senior Advisor for New Initiatives. She will be leaving us at the end of Week 6 on 26th November to take up this position. For the remaining 2 and a half weeks of school, Miss Emma Bell will be stepping into this role. She is well known by all our Room 10 children. We would like to congratulate Penny on her promotion and wish her the very best. Penny is a valuable member of our leadership and teaching team. She has made a positive impact on all of us with her leadership as our Assistant Principal and Syndicate Leader, her teaching expertise and her wonderful friendliness. We will miss her and we wish her every success.

### PET DAY ART

We have some stunning art being displayed in the classroom windows that children across the school have been creating with a Pet theme. Linda Kirkland is currently walking around with the hard job of judging them. Here are a few for you to enjoy.



**"DREAMS COME IN A SIZE TOO BIG, SO THAT YOU CAN GROW INTO THEM!"**

## **PET DAY CHANGES - LAMB AND CALF DAY TOMORROW**

Pet day is one of our big highlights on the School calendar that everyone looks forward to. Unfortunately under the current restrictions of Level 2, we can only have 100 people at a gathering. Therefore, this means that we will not be able to run pet day the way we have in the past.



This year we have decided to split pet day into two events. The first we can run at Level 2 which will be lambs only (due to a lack of calves entered). This will be held **tomorrow morning**, Friday October 22nd and will be for the lamb judging (as they grow up too fast and can't wait).

Tomorrow, only the family of the student/s involved are invited to come in to watch the students and their pets being judged. Classes will be rotated so other children can see the lambs, but we still follow the restrictions. Our annual cups, ribbons and certificates will still be presented. School will finish at the usual time of 3 pm.

### **NEW Timetable - Lambs Morning**

8.30 am Families arrive with their pets and go to the South Field.  
Students can stay with their pets.

9.15 am Lambs judging begins.  
Ribbons and Cups presented at the end.  
Children from other classes will come out to see them.

10.00 am approx Lambs can go home.

Normal School day continues

**Students with animals may wear mufti.**

## **ATHLETICS DAY**

We will still have our school athletics day on Tuesday 9th November, however sadly due to restrictions parents and whānau are not going to be able to attend. This event is currently being organised and we will send out further information closer to the time. Sadly, interschool and regional events have been cancelled due to current covid restrictions.

## **BOOK WEEK AND BOOK FAIR**

Our annual Book Week and Book Fair will continue to go ahead. The Dress up day will be Wednesday 3rd November. More information will be coming out closer to the time, however you can start thinking about a costume to wear (check out Pinterest for ideas!).

## **TEACHER ONLY DAYS TERM 4**

Due to COVID-19 and having to postpone our Term 3 Teacher Only Day (which was scheduled for the first week back after lockdown) we will now be having two Teacher Only Days in November. We understand that this is challenging for parents who are working, however, similar to your workplace, we have had to reschedule prior commitments that we have paid for. The Teacher Only Day dates are Friday 5th November and Wednesday 24th November.

**School will be closed on both of these days** so please start making other arrangements for child care if needed.

## **NETSAFE PARENT/COMMUNITY EVENING - THANK YOU FOR COMING.**

Thank you to all the parents and whānau that were able to attend on Monday night. Here are some of the key points that they discussed with us.

- Talk with your children about what apps and games they use on their devices to see if they are appropriate and legal for their age and what they have access to eg: Chat Rooms can be hidden in many apps or games.
- Do random checks on devices - check history and if children are on devices in their room - pop in to see what they are doing.
- Talk about online safety eg: Password strength, limiting personal information, not sharing photos etc without permission.
- Play a game on their device to see what it is all about. Ask your child to teach you.
- Check out their netsafe website parent section for tips and great cyber protection software that is free to protect your child online. Go to [www.netsafe.org.nz](http://www.netsafe.org.nz)

## **2022 ENROLMENTS**

If you have any children that are turning 5 in 2022 or are moving to our school in the new year please contact Megan in our office to put their name down (or remind your friends to enrol their children). She can then send out enrolment forms and information about our school. Knowing when children are coming makes a big difference in our planning and helps us to all work together to settle them in. Contact details: [mwall@greytown.school.nz](mailto:mwall@greytown.school.nz) or 06 304 9007 or pop in

## **2022 LEAVERS**

If you are moving in the new year and your child/ren are not going to be at our school please let our office know asap as we will start organising classroom numbers and structures in the next few weeks. Contact details: [mwall@greytown.school.nz](mailto:mwall@greytown.school.nz) or 06 304 9007 or pop in.

## **2022 CLASS PLACEMENT LETTER**

Today we are sending out a paper copy of the class placement letter with the eldest child in each family. It is important that you read it so you can follow the systems in place and talk with your child about their friend choices. If your child misplaces this copy there are digital copies being sent out on the app and spare copies in the office if you need.

## **EVENTS AND COVID ALERT LEVELS**

A few parents have asked about Level 2 and how this may affect Athletics, other school events and end of year celebrations. Unfortunately we do not have all the answers for these at this time. We will need to take each event and the current Alert Level as it happens. Many of you will be aware that there will be an announcement of a new traffic light system and this will no doubt impact some of the decisions made. We will keep you updated as we know more.

## **FINALLY**

We hope you all had a wonderful break over the last two weeks and are looking forward to an exciting Term 4.

Nga mihi, Patrice O'Connor

### Dates For Your Diary

22nd Oct	Pet day
1st - 4th Nov	Scholastic book fair
3rd	Book character day
3rd	Epro8 Year 5/6 & 7/8
5th	Teacher only day
9th	School athletics
11th	Year 8 Bush Trip
12th	Year 7 Bush Trip
24th	Teacher only day

### School Information

Phone	06 304 9007
Email	<a href="mailto:office@greytown.school.nz">office@greytown.school.nz</a> <a href="mailto:principal@greytown.school.nz">principal@greytown.school.nz</a>
Website	<a href="https://www.greytown.school.nz">https://www.greytown.school.nz</a>
Bank Acc	03 0609 0124353 00

### BOARD OF TRUSTEES

#### NEW PROCEDURE - SECURITY CAMERAS

As you may be aware with new signage and security cameras going up, we have now installed Security Cameras around our school. This means that we have written new procedures to ensure it is clear to everyone the purpose of these and how information may and may not be used.

Using the link below we invite our school community to read this new procedure and provide feedback on it if you would like to. This feedback will then be taken into consideration at our next board meeting on Monday 8th November 2021 before this procedure is officially approved.

<https://forms.gle/ATCT7X89t3GmVXX46>



# Responding to digital incidents guide

A quick reference guide to help schools support affected students.

## 1. UNDERSTAND

### GATHER THE FACTS

Determine nature of behaviour and begin to record incident

#### Severity:

- What has happened (e.g. bullying, sexual content etc) and how (e.g. messages, videos)?
- What is the nature of the content?  
**See notes below.**
- Where is this happening (e.g. online/offline; social media)? Is this part of a wider situation?
- Who else is involved or impacted? Target/s; perpetrator/s; bystander/s?
- What actions, if any, have been taken so far?
- Does it involve sending, creating and/or accessing information?

#### Impact:

- How do those involved feel? Do they have support?
- Who else already knows or has been informed? (e.g. parents, friends, teachers, Police)
- How and when will we involve whānau/family? Consider consent and confidentiality of students.

#### Frequency:

- When did it start?
- How often has it happened? Is it ongoing?
- Is there a likelihood that content is/will be replicated or shared by others?

Refer to the [BullyingFreeNZ assessment matrix](#)

### DETERMINE NATURE OF CONTENT

- Is it potentially unlawful conduct? E.g.
  - o Threatening, harassing, intimidating behaviour, intimate photos or video, aiding or abetting suicide, online grooming, unauthorised access to an online account. Seek advice from Police.
- Is it objectionable material? E.g.
  - o Objectionable material is material which is illegal to view, possess or share. For example, images of child exploitation, acts of torture, or sexual violence. Contact NZ Police if the incident involves objectionable material.
- Is it intended to harm or offend?
- Is there a privacy breach? (See school's own policy and/or [Privacy in Schools guide](#))
- Is surrender of the device an appropriate course of action? (see p. 9 of [Guidelines for the Surrender and Retention of Property and Searches](#))
- Refer to: [Criminal offences and civil law in 'Digital Technology: Safe and responsible use in schools'](#)

## GUIDING PRINCIPLES

- Minimise student / staff distress or harm
- Maintain student / staff safety
- Focus on the behaviour - not the technology
- Follow school processes regarding student consent and confidentiality
- The school's usual disciplinary or behaviour management practices apply at all times
- Schools can have responsibility and authority to act even if the incident has taken place outside of school

## 2. ASSESS

### MUST DO

- Engage** nominated staff and family/whānau as appropriate.
- Clarify** roles and processes – where appropriate, assign two staff members in interview roles
- Provide** pastoral care for all those involved
- Record** all information, decisions, and actions
- Follow** school processes regarding student consent and confidentiality
- Assure** the student/s that you will work with them to address the issue and explain what the next steps will be
- Suggest** others may need to be involved (e.g. Police, parents/whānau, principal/ lead teacher, Netsafe, Board of Trustees).
- Gather evidence:** Only that which is compliant with legislation. URLs, emails and some screenshots (Not objectionable content).
- Report or block** online content if this would help the immediate situation – consider if evidence will be needed to on-share with e.g. Police, senior staff, parents/whānau
- Refer to:** ['Responding to digital incidents' in Digital Technology: Safe and responsible use guidelines.](#)

### SEEK ADVICE

- Netsafe** – if support or advice is needed at any stage or if help is needed to report content.
- POLICE** – if any aspects of the incident includes unlawful conduct
- Regional Ministry of Education office**
- Traumatic Incident Response Team (0800 TI TEAM (0800 848 326 anytime))** for advice and support if incident could affect operations of the school/s; affect a large number of students/staff; potentially draw media attention.

### DON'T

- **Don't** access personal accounts, or search devices of those involved in the incident. Teachers/authorised staff are not permitted. Refer to [Guidelines for the Surrender and Retention of Property and Searches](#)
- **Don't** store evidence of objectionable material. Ask for URLs/account names that can then be passed on to the Police or Netsafe.

## 3. RESOLVE

### ENGAGE

Who now needs to be informed or involved?

- All Senior Staff
- BOT chairperson
- Guidance Counsellor/ Pastoral Dean
- Parents/whānau
- Third party agencies – e.g: Netsafe; NZSTA; YouthAid; Youth Line; N4L for tech support, Police

### COMMUNICATE

- Refer to [Traumatic Incident Guidelines: Communicating with Parents, Students and Media](#)
- Determine how and when to release information to:
  - o Staff
  - o Students
  - o Family/whānau
  - o Media (if media attention likely or occurring)
- Schedule** meetings to inform staff, students, family/whānau/ media if necessary:
  - o Relay only necessary facts, procedures, and key messages appropriate to each group
  - o Provide opportunity for students/staff to express concerns/needs in appropriate settings
  - o Outline services/key people that they can go to to, e.g. Guidance Counselor (note: High Schools' counselors can support Primary/Intermediate schools if needed)

- Prepare** responses/scripts for frontline (e.g. office staff) and other staff should the school need to inform the wider school community/ media. Communications should:
  - o Acknowledge an incident has occurred
  - o Assure all that the safety and wellbeing of those involved are priorities
  - o Inform that the school is dealing with the situation
  - o Indicate that support and advice is being sought

#### Example of an initial response:

"At this stage we understand there has been an incident and the school is dealing with this. We are working to ensure the safety and wellbeing of all, and have contacted appropriate support agencies who are assisting us as we move forward".

### FINALISE

- Make sure the incident details and all follow-up actions have been recorded as appropriate.

## 4. LOOKING AHEAD

### TAKE A PROACTIVE APPROACH TO PREVENTING SIMILAR INCIDENTS

The lead team could follow up by:

- checking on students' and whānau wellbeing
- reviewing how the incident was managed
- reviewing how school actively promotes online safety, citizenship and wellbeing.

For advice at any point, call Netsafe 0508 638 723

Contact Netsafe for advice at any time. We can:

- Advise on first steps including how to gather evidence
- Help to take down content (if content breaches sites' Terms and Conditions)
- Provide information about the Harmful Digital Communications Act and advise in relation to the incident
- Support schools in building proactive approaches to online safety and digital citizenship

## FOR REFERENCES AND FURTHER RESOURCES, SEE OVERLEAF

Please note that this document is intended as a guide and the prioritisation of these actions will depend on your professional judgement and the nature and severity of the incident.





# Responding to digital incidents guide

Useful resources for further references

## FROM NETSAFE:

- [Advice about bullying, abuse and online safety](#)
- [How to gather electronic evidence](#)
- [Responding to online incidents](#)
- [Staying Safe Online: A Quick Reference Guide](#): a guide to what you need to know to protect your privacy, report incidents, and block unwanted contact.

## FROM THE MINISTRY OF EDUCATION/NETSAFE: 'Digital Technology: Safe and responsible use in schools':

- Digital Technology: Safe & Responsible Use:
  - [The legislation and rules](#)
  - [Roles and responsibilities](#)
  - [Ownership and digital technology](#)
  - [An overview of prevention and response](#)
  - [Using online services in teaching and learning](#)
  - [Searching for digital information](#)
  - [Handling digital technology](#)
  - [Removing problematic digital information](#)
- Preparing for and dealing with emergencies and traumatic incidents

## DEALING WITH COMMUNICATIONS

- [Traumatic incidents - managing student and staff wellbeing](#) (MoE, pg 13-17)
- [A School's Guide to Dealing with the Media](#) – Shaping Education (CPPA/MoE)
- [Managing Negative Social Media](#)– Shaping Education (CPPA/MoE)

## SOCIAL MEDIA - HOW TO REPORT CONTENT

Social media sites provide information about appropriate use of their site in their Terms and Conditions. They also provide ways to report harmful content/comments. Note: You can report content/comments on many social media sites without being required to have your own account on the platform/site.

### How to report on a particular site/platform

If you are unfamiliar with a particular platform/site - use a search engine and insert key words into an online search, E.g: "how to report comments/content on ....."

- Follow the steps outlined in the instructions
- Contact Netsafe 0508 638 7233 if you have any questions or problems with reporting content

### Quick Links for reporting to Instagram, Facebook, Twitter, Google+, Youtube:

- [Instagram Help Centre](#)
- [Facebook Help Centre](#)
- [Twitter Help Centre](#)
- [Google+ Help - Report Abuse on Google+](#)
- [Youtube Reporting and Enforcement Centre](#)

Adapted from BullyingFree NZ; 'Digital Technology - Safe and responsible use in schools' (MoE/Netsafe);  
Traumatic Incidents - Managing student and staff wellbeing (MoE)  
NS0082\_EDU\_0118



**AFTER SCHOOL ART  
WITH  
LINDA KIRKLAND**

Experienced art teacher, Linda Kirkland holds FUN AND STIMULATING art classes suitable for all ages at Greytown School on Wednesday and Friday afternoons.

Classes for the Kahikatea and Kauri age group take place on **Friday** afternoons and classes for the younger ages (Kowhai and Kawaka) take place on **Wednesday** afternoons.

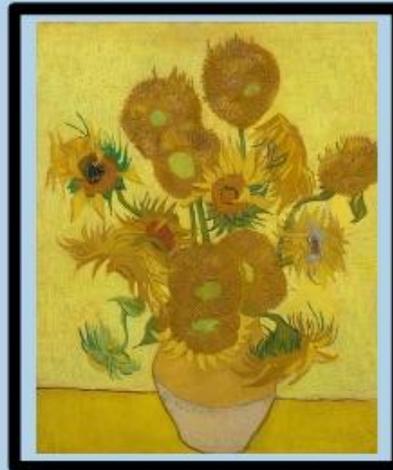
Please note: Class sizes are limited. If interested please contact Linda asap.

**Email:** [lmkgreytown@gmail.com](mailto:lmkgreytown@gmail.com) or

**Mobile:** 021 1406056.

**Website:** [lmkartanddesign.com](http://lmkartanddesign.com)

**Instagram:** @lmkartdesign



**TRUNK OR TREAT**

St Luke's Church Greytown  
31st October 3pm & 5pm  
**BOOK ONLINE**

