

FAIRBURN SCHOOL

Pukeora Road
OTAHUHU
AUCKLAND 1006

Phone : 270-1130
Fax : 270-1139
email - admin@fairburn.school.nz

INFORMATION

BOOKLET

2010

FAIRBURN SCHOOL INFORMATION BOOKLET

This Information Booklet is designed to help parents, and other interested people understand how this school operates. It does not go into great detail nor does it cover issues of school curriculum.

Possibly it may not answer every question you have in which case a telephone call or visit to the school may be of assistance.

We have tried to keep this Information Booklet brief and simple in the hope that it may be useful as a reference book for our school. For that reason items have been listed and numbered alphabetically.

While it may be necessary to update this booklet from time to time, We hope you find it interesting and useful in understanding the operations of our school.

G. Peterson
M. Woodard

ACTING PRINCIPALS.

62. **VALUABLES**

Children should not bring anything to school that is not necessary for their everyday work - jewellery, watches, calculators, toys etc. are brought at the child's risk. Teachers will take no responsibility for losses. Also parents are asked NOT to send children to school with spending money for use after school. It is almost impossible to trace missing money.

63. **WET DAYS**

School hours remain the same as usual on wet days. A flag is placed on the playing field on days when it is too wet for children to play on the grass. Children recognise this as a signal to stay off all grass areas. A similar flag is placed in the Junior playground area for the same reasons.

56. **STATIONERY**

Stationery for children's use is available for sale at school at normal retail prices. In the interest of uniformity and for convenience, parents are invited to purchase stationery from the school. A note will be sent from the child's teacher when stationery is required and parents should insist on this to avoid waste.

57. **SWIMMING POOL RULES**

- (1) The gate is to be closed after leaving the pool.
- (2) No jumping or diving into the pool.
- (3) No children to enter the pool unless being supervised by a teacher.
- (4) All children are to bring their swimming togs and participate in swimming lessons unless a note from the parents is provided.

58. **TELEPHONE AND FAX**

The school's telephone number is **270 - 1130**

The school's fax number is **270 - 1139**

Should parents wish to speak to classroom teachers they should realise that teachers are unavailable during class time unless it is an emergency.

59. **2010 TERM DATES**

Term 1	Thursday 4 February—Thursday 1 April
Term 2	Monday 19 April—Friday 2 July
Term 3	Monday 19 July—Friday 24 September
Term 4	Monday 11 October—Friday 17 December

60. **THREE WAY CONFERENCES**

Three Way Conferences are held at mid-year. They are held in the late afternoon and evening.

61. **TRIPS**

Day trips are often undertaken as part of the regular school programme. The organisation for all trips is the responsibility of the Deputy Principals and the Principal must approve of the trip and its organisation prior to it taking place.

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51. **SOCIAL WORKER IN SCHOOLS - SWIS**

A S.W.I.S scheme began operating in the Otahuhu area in 2000. Fairburn School has one Social Worker based at the school.

52. **SPECIAL FUNCTIONS**

The school observes the following special functions each year:

Year 5 and 6 camp	every alternate year
Swimming Sports	Term 1
Winter Sports Day	Term 2
Cross Country	Term 3
Otahuhu Music Festival	Term 3
Otahuhu Cultural Festival	every alternate year
Athletic Sports	Term 4
A.P.P.A Music Festival	Term 4
End of Year Concert and Prizegiving	December

53. **SPECIAL PROGRAMMES**

Fairburn School has a comprehensive integrated Special Programmes team led by a Special Programmes Co-ordinator. The team's programme include the E.S.O.L. programme. Reading Recovery, Learning Assistance catering for the O.R.R.S. funded children and overseeing the work of the R.T.L.B. (Resource Teacher Learning & Behaviour). At present the Special Programmes team is staffed by 15 people consisting of 7 teachers, and 8 teacher aides.

54. **SPEECH LANGUAGE THERAPIST**

The Speech Language Therapist who services Fairburn School is based at Otahuhu Primary School. Referrals for children with speech or language difficulties can be made in consultation with your child's teacher.

55. **SPORTS CLOTHING**

The school colours are maroon and white. The school has its own t-shirts, shorts, rugby jerseys and netball skirts. These are worn at interschool competitions. Parents are asked to ensure that such clothing is cleaned and returned to school after use.

47. **SCHOOL HOURS**

- | | |
|---------------|---------------------|
| 8.15 | - First bell rings |
| 8.55 - 10.40 | - School in session |
| 10.40 - 11.00 | - Interval |
| 11.00 - 12.30 | - School in session |
| 12.30 - 1.20 | - Lunchtime |
| 1.20 - 2.50 | - School in session |

48. **SCHOOL NEWSLETTER**

School Newsletters are sent home every second week on Wednesday. If parents can read them regularly you will have a much clearer idea of what the school is doing. If any local organisation wishes to advertise their activities, they are welcome to do so.

49. **SCHOOL PATROLS**

- (a) The school patrols comprise of Year 6 students.
- (b) The school patrols are trained yearly by a Police Education Officer.
- (c) A student must have written permission from their parent / caregiver prior to joining the school patrol team.
- (d) School patrols operate twice daily during school terms (8.30 - 8.55 and 2.50 - 3.15).
- (e) An adult / member of staff is always present.

50. **SCHOOL RULES**

Golden Rule - **“Treat all property and people with respect”**

- (a) Pupils do not leave the school grounds without teacher permission.
- (b) No unnecessary personal property or jewellery at school.
- (c) No bubble gum, chewing gum, lollies, packeted food (eg chips) or fizzy drinks at school.
- (d) When the flag is displayed everyone stays off the grassed area.
- (e) Children must stay out of the area bounded by the yellow lines.
- (f) Children must stay out of the classrooms and resource areas during interval and at lunchtime on days which are not ‘wet days’.
- (g) During Term 1 & 4 hats must be worn when children are outside or children must play in shaded areas.

1. **ABSENCE**

While the law requires children aged 6-16 years to attend school, 5 year olds are eligible for enrolment. No children shall be absent from school without sufficient reason. A note, signed by a parent or guardian or phone message stating reasons for your child's absence should be sent to the teacher concerned as soon as possible.

2. **ACCIDENTS AND SICKNESS**

Should a child suffer an accident at school or become seriously ill at school they will be attended to in the sick bay at school. If necessary a doctor or ambulance may be called or the child taken to a doctor and the parents will be informed as soon as possible. Each family is asked to provide the name and telephone number of their family doctor for that purpose. Please advise the class teacher if pupils need to take any form of medical prescription during the school day.

3. **APPOINTMENTS WITH CLASS TEACHERS**

Teachers are happy to discuss pupils progress at any time during the year. However, in order that a suitable time can be arranged parents are asked to make appointments through the Office.

4. **ASSEMBLIES**

Assemblies, for each syndicate, are held at school with the Junior Syndicates on Thursday afternoons and the Senior Syndicates on Friday afternoons. The assemblies are an excellent way for children to perform for their peers and for everyone to enjoy the corporate life of the school. Parents are most welcome to attend any assemblies. Whole school assemblies are usually held twice a term.

5. **ATTENDANCE**

Children are expected to attend school whenever it is open, unless they are sick or have good reason to be absent. Children sometimes want to stay home for other reasons. They develop their attitude to the importance of school from the home attitude to attendance. It is important that parents and teachers know where children are. If this procedure is followed your child's interests are protected.

- a) Children are to bring a written note from home on returning to school after being absent.
- b) If pupils are to be away more than two school days we ask that parents telephone the office so that we know where the child is, and how long he/she is likely to be absent.

These procedures are not only as a matter of courtesy but are also a safeguard against truancy. If a child is absent for more than 10 consecutive school days without good reason they may be removed from the roll.

6. **BEHAVIOUR TO AND FROM SCHOOL**

Both parents and the school are responsible for the safe conduct of the children to and from school. If any parent or teacher is aware of instances involving misbehaviour of children either to or from school please contact the school.

7. **BICYCLES AT SCHOOL**

Only Year 5 and 6 children may ride their bicycles to and from school. The bicycles must be stored in the bicycle rack. They must NOT be ridden in the school grounds. All bicycles are brought to school at the owner's risk. All children who ride bicycles to school must wear an Australian / New Zealand standards cycle helmet at all times (providing it has been well maintained and pertains to the required standards). The helmet must be adjusted correctly and securely fastened. Parents, caregivers and students are responsible for maintaining the bike in accordance with the current NZ bike code.

8. **BOARD OF TRUSTEES**

The Board of Trustees meet each month. The members are:

ACTING PRINCIPALS	Germaine Peterson Maureen Woodard
CHAIRPERSON	Shiv Bhagirath Lana Shaw Tracey Cullerton Peter Wright Laufili Laufili
STAFF REP	Terrence Waikato

9. **BUS TRANSPORT**

While the school does not have its own school bus services there are buses which travel from Panama Road and Seaside Park each morning arriving at Fairburn School entrance. Both buses return over the same route each afternoon leaving school at 3.00 pm. Children who use these buses do so voluntarily at their own expense and are not under the jurisdiction of the school.

10. **CAMPS, CLASS VISITS AND TRIPS**

Occasionally a visit outside the school is made as part of the current classroom topic. The main object is to extend the child's learning experience in language, social sciences, science and health. Sharing a visit with class mates and teacher has special value when sharing the learning back at school. Parent help on such trips is usually

42. **REPORTING TO PARENTS**

The school reports to parents in writing at mid-year and the end of year. Three Way Conferences are held at mid-year. These involve parents, children and teachers. A Meet the Teacher afternoon is held in Term 1.

Should any parent wish to discuss their child's progress with the class teacher concerned, they are most welcome to do so. They are asked to arrange an appointment through the office.

43. **ROAD SAFETY**

It is essential that children have a clear understanding of road safety rules before they enrol at school. They should be aware of how to cross the road and on which side of the road to walk. Children must walk on the footpath where one is available and must use the pedestrian crossing and school patrol where available. The kerb drill should be taught.

Kerb Drill

- (a) Find a safe place to cross.
- (b) Stop one step back from the kerb (practice this by walking to the kerb and taking one step back).
- (c) Look and listen for traffic wherever it may come from
- (d) If there is traffic coming, wait until it has passed, then look and listen for traffic again
- (e) When there is no traffic coming walk quickly across the road, looking each way for traffic

Children should not loiter on the way home from school. They should not visit friends without permission. They should be warned against going anywhere with strangers.

44. **SCHOOL COLOURS**

The school's colours are maroon and white. The school's sports uniforms portray these colours and the children are expected to wear the school's colours when representing the school.

45. **SCHOOL FEES**

The Board of Trustees has decided that there will be no school fees for 2010.

46. **SCHOOL HALL**

Fairburn School is fortunate to have its own hall. It is used regularly for school activities. It was built in 1998. Application should be made in writing if community groups wish to hire the hall.

39. **PREPARATION FOR SCHOOL**

Does your child

- * Know his/her full name, address and telephone number and can repeat them if necessary?
- * Tie his/her own shoe laces?
- * Put away play things when not using them?
- * Take off and put on outer garments without help?
- * Know how to blow his/her nose
- * Know how to wash and dry hands and remember to flush the toilet without assistance?
- * Know how to hold scissors and how to use them?
- * Know his/her basic colours?
- * Know how to count from one to ten?
- * Know how to sit and listen to a story?
- * Know the days of the week?
- * Recognise his/her own name?
- * Look after his/her own belongings?
- * Know his/her birthday and birth month?

40. **PROGRESS AND PROMOTION**

Children's progress should be continuous and the level should be according to age and ability. This can be achieved in the same classroom and with the same teacher for more than one year or it can be done by changing rooms and teachers.

Generally children spend about two years in junior classes and usually new entrant enrolments received in Term 1 are classified as Year 1 students and those enrolled after Term 1 are classified as Year 0 students.

The decision about classification is made on a number of factors such as date of birth, reading and language progress and general maturity.

41. **PUBLIC HEALTH NURSE**

The Public Health Nurse visits the school each week usually on a Thursday. Any child who is causing concern for health reasons should be referred to the Health Nurse by using the health referral forms at the office.

11. **CHOIR**

The school has a choir which participates in the Otahuhu or Auckland (A.P.P.A.) Music Festival each year. Children in the Year 5 and 6 classes are eligible to participate and are encouraged to do so. Parents are encouraged to attend the Music Festivals.

12. **COMMUNITY INVOLVEMENT**

Parents, Grandparents and friends are encouraged to be actively involved in the education of their children in the school. This includes helping make classroom equipment, helping in the classrooms with various reading, language or art and craft activities, helping look after groups of children on visits, plus helping in many other useful ways. Parents are also invited to assist staff on more extended visits, excursions and outdoor educational activities. There are many benefits to your children in the areas of interest and self esteem when they experience a friendly close relationship between their home and their school. If you would like to offer your services in any way please telephone the office and leave your name.

13. **COMPLAINTS OR CONCERNS**

The Board of Trustees has a clear policy on handling complaints. If you are concerned about any factor relating to our school you should first bring forward all the information you have related to your concern and discuss it with the Principal. Because demands on the Principal's time are very great it is preferable that you arrange a meeting time ahead. It is better that you see the Principal with your concerns rather than the class teacher. The teacher's first responsibility is to the class during school hours. They seldom are able to leave the class to speak to a parent for any length of time.

14. **CULTURAL CLUBS & MUSIC CLUBS**

The school has a wide range of cultural clubs which practise for forty five minutes each week and perform at such events as the Otahuhu Music Festival and school events. All children from Year 5 & 6 are encouraged to participate in a cultural club. All clubs are open to all children irrespective of their ethnic background.

There are also a number of music groups which practise at the same time. They are also drawn from Year 5 & 6 children.

15. **DENTAL CLINIC** - Clinic Phone 276-5413

The school has its own Dental Clinic which is staffed on a regular basis. Children are seen by the Dental Therapist periodically but if any parent or teacher wishes a child to be seen at any time please contact the Dental Clinic. Clinic hours are 8.30am to 3.45pm.

The service provides free dental care for children. Parents are encouraged to enrol children from the age of 2 years. This helps them become used to the dental clinic, and the dental therapist will see them regularly. The Dental Therapist teaches children to keep their mouths healthy.

16 **DISMISSAL FROM SCHOOL**

From the moment children enter the school gate in the morning they must remain in the school grounds until they are dismissed at the scheduled end of the school day. Parents who must take their children out for lunch at home, appointments or illness must communicate through the school office and receive prior approval of the Principal or Deputy Principal.

Specifically pupils must not be sent home or dismissed at any time during the school day before 2.50p.m. without the prior consent of the Principal or a Deputy Principal.

17. **DRESS CODE**

Dress Code Policy

Rationale: It is important that children attend school dressed in a clean, tidy manner and in clothes which are suitable for them to function effectively as school pupils. The dress code is designed to provide a set of guidelines to achieve this goal without being unduly prescriptive. The dress code has been compiled after consultation with children, staff and Board members.

DRESS CODE

1. Children should come to school in a clean and hygienic condition and wear clean tidy clothing.
2. Children should not wear make-up or cosmetics to school unless it is necessary for medical or cultural reasons.
3. Children should not wear jewellery to school, except for studs and watches, unless the item of jewellery has a religious, cultural or medical significance.
4. Children's clothing should not include inappropriate words, pictures or signs.
5. All clothing should carry the child's name.
6. Each child must wear a hat at school during Terms 1 & 4.
7. All children should wear footwear to and from school each day.

33. **LOST PROPERTY**

Clothing which is found around the school should be returned to the owner, when the article is named. Unclaimed clothing is held for a term before it is disposed of. Should you wish to look for a lost article of clothing please call at the office. Displays of articles around the school are organised prior to the end of term.

34. **LUNCHES**

Pupils who go home for lunch are required to bring a note from home. If we have not heard from parents, pupils will not be permitted to leave the school grounds at lunchtime. This is obviously for your child's protection. Lunches can be purchased through the lunch scheme which operates from the kitchen in the Hall each day. Orders are placed through the classroom. It is a school policy that no bubble gum, chewing gum, lollies, packeted foods (eg chips) or fizzy drinks are allowed at school.

35. **MERIT AWARDS**

The school has a supply of merit awards which the Principal issues at assembly. These are awarded seriously and their importance enhanced to everyone.

36. **PARKING**

The school car-park is for staff cars only.

Parents are specifically asked **NOT** to drive into the school grounds to drop off children in the morning or to collect them after school. This applies particularly on wet days which is the time when accidents could so easily happen. Please park on the roadside and allow your children to cross with the traffic patrols rather than have them dash across the road.

In Fairburn Rd it is illegal to pull in to the bus bay area (where the yellow lines are painted on the road) to drop children off. People who continue to do this will be ticketed. Parking in **Pukeora Road** is a continual problem. This cul-de-sac is extremely congested at the beginning and end of the school day. We encourage you to use the safer alternative of **Petrie Place**. There is also an alley way that runs from Pukeora Road to **Ronaki Street** which students can walk through to meet parents in cars.

37. **PHOTOGRAPHS**

Photographs of classes are taken each year. Individual photographs are taken every alternate year in the "even" years.

38. **PRE SCHOOLING FACILITIES**

There are 2 Kindergartens and several other preschool facilities in Otahuhu. As far as possible parents should ensure their children attend a pre-school facility. It helps their schooling a great deal.

29. **HOMEWORK**

Junior School - Year 1 & 2 usually have supplementary reading books to take home each night from Monday to Thursday. Parents could assist by hearing the child read or by reading to him/her and ensuring that books are returned each day.

Most Year 3, 4, 5 & 6 children are expected to do some homework 3 - 4 nights a week. A maximum time for Year 5 & 6 should be about half an hour. Most of the work should be following up class lessons, or have sufficient information supplied for the pupils, with little or no assistance being needed to complete the task.

Homework most commonly set is spelling, maths, tables, current events, research, project work, completion of written work and home reading.

Please help by giving lots of encouragement and never causing tears. Homework should not become a tense stressful time. If in doubt over homework set, please check with the class teacher.

30. **HOUSE SYSTEM**

Children and teachers are grouped into the school's four traditional houses

HUIA (Gold) KOTARE (Green) TUI (Blue) WEKA (Red)

Pupil House Captains and Deputies are elected each year by the children in each House.

31. **INFORMATION CENTRE**

The school has an Information Centre which includes the Library and a Computer suite. It is staffed by a full time Senior Teacher and a full time support staff worker. The Centre is the hub of the schools network of computers which reaches every classroom. Classrooms are also equipped with the latest ICT technology. All students are encouraged to use this equipment from the time they start school.

32. **INTERMEDIATE SCHOOL**

Most of the Year 6 children from our school move on to Otahuhu Intermediate School the following year. Parents of Year 6 children apply in writing for their children to attend an Intermediate School. This should be done in the third term of the child's Year 6.

8. Children should not go outside wearing only socks on their feet.

9. The interpretation of this dress code is at the discretion of the Principal or Deputy Principals.

18. **DUFFY BOOKS**

Fairburn School participates in the Duffy Books programme. This is managed by the Special Programmes team.

19. **EDUCATIONAL AND RELATED SERVICES**

The school maintains contact with and utilises where necessary a variety of outside specialist agencies. These include:

- (a) Public Health Nurse
- (b) School Library Service
- (c) Education Review Office
- (d) Speech Therapist
- (e) Teachers of the Deaf
- (f) Resource Teachers of Literacy
- (g) Police Department
- (h) Teachers' Resource Centres
- (i) Teachers' Support Services
- (j) Team Solutions
- (k) Truancy Officer

20. **EMAIL**

The school's email address is admin@fairburn.school.nz

21. **ENROLMENT PROCEDURE**

When a child is being enrolled the following shall be required:

- Birth Certificate on admission form of all new enrolments
- Child's full name
- Father's and mother's or guardians full name
- Occupation and address

- Telephone number, with an alternative emergency number.
- Details of pre-schooling
- Name of family doctor and a request for permission to contact the doctor in an emergency in case of parents not being able to be contacted.
- Past records of vaccinations and immunisations. Serious illnesses accidents and significant health problems.

Should the child being enrolled be born outside N.Z, Australia, Niue or the Cook Islands, it will be necessary for the parents or guardians to show the passport for the child which must show that either:

- The parents or guardians have permanent N.Z. residency or N.Z. citizenship
 - or - the parents or guardians have a N.Z work permit
 - or - the parents or guardians have obtained a letter from the Department of Immigration stating that the child is entitled to a free education at a State School.
- If applicable a letter of Refugee Status should be supplied.

22. FINANCE

The School Board of Trustees receives money from the Ministry of Education for the basic running costs of the school. The Board of Trustees is responsible for all finance held in the name of the school.

23. FOOD POLICY

As part of being a Health Promoting School the Food Policy is that children may not bring fizzy drinks, lollies, gum or junk food (such as chips, twisties etc.) to school. If children do bring these foods to school teachers should confiscate the food and return it to the child at 2.50pm. Repeated offenders should be drawn to the attention of a Deputy Principal or Principal. The decision over what constitutes “junk food” lies with the Principal or Deputy Principals.

24. GROUNDS AND BUILDINGS

The buildings consist of 23 permanent classrooms, 10 relocatables, an Administration Block, Library, Hall, performing Arts Room, Multi Purpose Room, School Room, Dental Clinic, Caretakers rooms and sundry storage areas.

The school has grounds which include playing fields for Winter sports, such as rugby, soccer and hockey and Summer sports such as athletics, cricket and softball. There are two courts used for netball in the Winter, sundry items of playing apparatus and three adventure playgrounds and a fitness circuit.

In addition there are several garden areas which have been established. The school has a swimming pool with changing rooms, toilets and filter shed. Anyone wishing to use the school’s grounds or buildings must first apply in writing to the Board of Trustees for approval.

25. HAT POLICY

As part of being sunsmart all children must wear hats when they are outside during Terms 1 & 4. Children without hats must sit in the shade when outside.

26. HEALTH

The staff at all times will do their best to protect the health of your child. All children are expected to observe the following rules:

- a) Come to school clean at all times.
- b) Children with communicable diseases must remain at home and have a note from a doctor, nurse or health officer before being readmitted to class.
- c) Any child who becomes ill or is injured at school will be cared for by the staff and the parent will be notified.

All parents are asked on enrolment to nominate a person (grandparent, neighbour, friend) who will act as an emergency contact in the event that we cannot contact the parent.

Please keep your contact telephone numbers up to date and notify the school of any changes. In the event of sickness, or an accident where the condition is thought serious and no contact can be made, the Principal will take the action which is considered to be in the best interests of the child. If your child has a medical condition (e.g. allergic to bee or wasp stings, asthmatic etc) then you are asked to notify the school at the time of enrolment.

27. HEALTH PROMOTING SCHOOLS PROGRAMME

Fairburn School is a Health Promoting School. This involves a full time Health Co-ordinator who has the task of working with staff, parents, students and other schools in the area to improve the health standards of our students.

28. HISTORY

Fairburn School opened in 1947 as Otahuhu South District and was known by this name for some time. The seven acres of ground were envisaged in 1948 as serving the needs of what would probably become ultimately a school for some 400 pupils. The roll was considerably over 500 in the 1960's and 1970's when it had Middlemore Hospital classes included but these formed a separate school in February 1980. Of the present buildings the Main Blocks were built in 1958, 1961 and 1970. The first swimming pool was built in the 1950's, the Library in 1968 and the Hall in 1976. In 1997 a 4 room classroom block was built and an upgrade of the administration block completed. In 1998 a 7 room block was built and a new Hall was built to replace the old Hall. In 2000 a new pool was built and in 2002 an Information Centre was completed.

