

Anchorage Park



SCHOOL

integrity • unity • courage

PARENT INFORMATION BOOK

*Quality teaching and learning in a caring environment
He moko whakaakoranga i roto i te haumarutanga me te arohanui*

16 Swan Crescent

Pakuranga

Phone 09 5769175

Email: office@anchoragepark.school.nz

www.anchoragepark.school.nz

WELCOME

We welcome those of you who will be forming an association with us for the first time and welcome again those with children already at our school. We hope your child will enjoy their learning journey at Anchorage Park School.

At Anchorage Park School we encourage our students to:

- Strive for excellence
- Become confident, connected lifelong learners
- Set challenging, achievable goals
- Take pride in their achievements
- Respect all cultures
- Develop effective communication and leadership skills
- Develop their skills as creative, critical and reflective problem solvers

Our school values

These key values are emphasized and developed in all our school activities:

- Integrity - Pono
- Courage - Māia
- Unity - Whakakotahi

Features of our school include:

- A strong focus on literacy and numeracy
- Learning support and extension programmes
- Caring, dedicated and professional staff
- High expectations for achievement and behaviour
- Small class sizes
- Environmental sustainability: forest garden, native wetlands, composting, worm farms and outdoor classroom spaces
- Computers in all classrooms
- Well resourced library
- Variety of sports and cultural activities
- Solar heated swimming pool
- A hall for drama, music, sports and assemblies
- Adventure playground facilities including fitness trail to cater for all ability levels
- An After School Care programme

GENERAL INFORMATION

THE SCHOOL BOARD

The Board meets on the third Thursday every month at 6.30pm in the school staffroom. Parents may attend these meetings and should they wish to raise matters at the meeting, must inform the Presiding Member in writing seven days before the meeting so that this can be included in the meeting agenda.

Presiding Member	Rachael Kouka
Parent Rep	Erin Bennison
Parent Rep	Jarrold Bayly
Parent Rep	Gareth Hawkins
Parent Rep	Joshua Wong
Financial Consultant	David Askew
Staff Representative	Jo McCreanor
Principal	Tracy Leader

ENROLMENTS

Enrolments can be made at any time at the school office. Please either ring the Anchorage Park School Office on 09 576 9175 or email office@anchoragepark.school.nz. We can send you an electronic copy of the enrolment pack or you can call in to collect a pack from the school office.

Please note - all newly enrolled students usually start school on Mondays. However, alternative arrangements can be made. Those students turning 5 during the week start school on the Monday after their fifth birthday or later.

Enrolment Formalities for Children Turning 5:

Six weeks prior to your child turning 5, we need you to:

- **complete an enrolment form (available from the school office)**
- **provide your child's original birth certificate or passport if not born in New Zealand**
- **provide original residency/visa documentation if born outside New Zealand**
- **provide immunisation records**
- stationery can be purchased from Office Max online at myschool.co.nz.
- purchase school uniform items from the school office (shop is closed on Thursdays)

If your child does not attend Anchorage Park Kindergarten, we will make arrangements for them to attend at least 2 school transition visits to meet the teacher and class. **Please note the parent/caregiver must stay with the child during these visits.**

THE SCHOOL DAY

The school hours are	8.55am - 3.00pm
Morning interval:	11.00am - 11.30am
Lunch:	1.00pm - 1.50pm
End of school :	3.00pm

Please ensure your child leaves home with enough time to get to school between 8.30am and 8.50am.

Children **ARE NOT** permitted to leave the school grounds during school hours. Parents/caregiver must come to the school office to collect the child and sign them out at the office so that all concerned are advised of the child's whereabouts. If he/she returns back to school later in the day, the child is to report to the office to sign in.

ASSEMBLIES

School assemblies are held in the hall. All classes have the opportunity to share their learning several times throughout the year. Assemblies are held every fortnight on Fridays. See the newsletter or school calendar on our website for dates. Learning awards are presented to children for effort and achievement. Parents and other family members are welcome to attend.

ATTENDANCE / ABSENCES

It is essential we are informed everyday when your child is absent from school. Please phone the school (576 9175) any time leaving a message on the absentee line. You can also notify us through our website or school app (Skool Loop). Please be clear in stating your child's name, room number and the reason for their absence. If no reason is given, the absence will be marked as unjustified. If your child is absent due to sickness for 3 days or more, please send in a medical certificate to the office. **Each day the office will send a text/email to parents of children who have not arrived at school, and we have had no advice as to the reason for the absence, each morning after the roll call at 9.00am. We are required to keep accurate records of your child's school attendance, by the Ministry of Education, and high levels of absenteeism will be monitored.**

Please notify us in advance if your child is required to leave school at any time during the day, eg to attend a doctors or dental appointment. Especially if you need to pick them up during the lunch break time, before 12.45pm and after 1.30pm is best as it can take time to search for a child in the playground during this time and might delay getting to your appointment.

BICYCLES

Children are not permitted to bring bicycles/skateboards/scooters to school during the school term except on a 'Wheels Day'.

CHILDREN'S PERSONAL PROPERTY

Please make sure that **ALL** your child's/children's clothing - shoes, socks, sweatshirts, coats, lunch boxes - are **named**. This helps us return lost and unclaimed property to its owner promptly. **LOST PROPERTY** is collected and placed in the grey lost property bins outside rooms 7 and 4.

CONCERNS

You are welcome to contact the school at anytime if you have concerns about your child. Please call the office (09 576 9175) or email (office@anchoragepark.school.nz) to make a time to meet with the class teacher. .

DENTAL TREATMENT

Free dental treatment is offered by the Auckland Regional Dental Service. If your child is new to the country or has not had any previous appointments, please complete the enrolment form available at the office.

EDUCATIONAL TRIPS

The process of learning and understanding is greatly enhanced by direct experience. It is likely that your child will have the opportunity to participate in educational trips. Parent support is often needed with transport and supervision and written notification regarding class visits will be sent home by teachers concerned. Your assistance will be highly valued.

FIRE / EARTHQUAKE/LOCKDOWN DRILLS

These are held regularly throughout the year – this ensures all children and staff know what to do should these events happen.

FIRST AID & MEDICATION

All staff hold current first aid certificates. Minor problems will be treated in the first aid room and then the child is returned to class. If a child requires emergency attention, an ambulance will be called and every effort will be made to contact parents immediately. For this reason, **parents should ensure that all telephone numbers are kept up-to-date on school records.** Please note that if your child receives a head injury at school we will contact a parent/caregiver to come and collect the child immediately.

Where it is necessary for medication to be administered to your child during school hours **we require written and signed permission**, accompanied by detailed instructions of medication, dosage and time to be given. Forms are available from the office.

PLEASE ENSURE THE SCHOOL IS KEPT INFORMED OF ANY CHANGES OF PHONE NUMBERS INCLUDING THE CURRENT WORK NUMBER FOR PARENTS / CAREGIVERS

HEADLICE (NITS)

This can be a very contagious problem that all schools face; therefore it is imperative that long hair is tied back before coming to school. To reduce the risk of headlice, daily hair brushing and regular hair washing is essential and it always pays to check your child's hair on a regular basis. Our Health Nurse can help if you have any concerns.

HEARING & VISION TESTING

Hearing and vision checks are usually conducted once a year by the Ministry of Health. The Health Nurse will contact you with any concerns arising from the tests. We ask for your consent to these tests when you enrol your child.

HOME LEARNING

Home learning is an extension of the school programme and supports, enhances, and consolidates teaching and learning. It provides a positive link between home and school.

Teachers:

- Outline expectations, routines and suggested time requirements for home learning to students and parents at the start of the year
- Set home learning that reflects students' individual needs and changing ages and stages, and reinforces teaching and learning at school.

While students are attending primary school they are often involved in many other activities after school hours and participation in these activities is a very important part of educational and personal growth. We therefore aim for a balance between developing the habit of regular homework and leaving sufficient time for students to have time for other activities.

LEARNING ASSISTANCE

Students who are identified as requiring extra support, will receive this through learning support staff. This includes English for speakers of other languages, excellent attendance is a requirement for students to benefit from the extra support. Additional assistance is sought from Ministry of Education support agencies when required e.g. Special Education, Speech Language Therapy and Resource Teachers of Reading, Learning and Behaviour.

LIBRARY

Our library is open at lunch time for children to borrow books. If books are lost or damaged, a charge of \$20.00 per book will be made. One of the most worthwhile contributions you can make to your child's education is to encourage home reading. It is essential that you continue to read **TO** children at least until Year 6 and extend the range of books they become familiar with. They will undoubtedly become lifelong readers if you do this.

LUNCHES

We encourage healthy lunches and ask that you don't send sweets, fizzy drinks or energy drinks (which have high levels of caffeine) to school. **Children are not permitted to leave the school grounds at break time or lunchtime to buy lunches.**

LUNCH EATING ARRANGEMENTS

- Teachers supervise children eating their lunch from 12.30 - 12.45pm.
- Children who have not finished at this time are encouraged to continue eating until they have finished.
- Please ensure your child's lunch box is named and their water bottle is in an unbreakable, named container.

PARENT HELPERS

Would you be able to help in any of the following ways?

Please let us know if you or your extended family have special skills/interests which could be useful in our classroom programmes (eg, Art, Sport, Languages, Cultural or Computing) or around the school environment (e.g. gardening, building) as we value being able to draw on expertise from within our school's community.

- Working in the school library - shelving, book repairing, binding
- Reading with children who need extra support (but not in your own child's class)
- Driving children to local venues for sports tournaments or educational visits
- Coaching sports 12.45 - 1.20 pm or helping at weekly sports periods
- Tutoring another language, teaching music, leading a cultural group etc.
- Helping at working bees for grounds, maintenance and development
- If you have business contacts that may be interested in supporting our school, please let us know

Please note that the Vulnerable Children Act 2014 means we are required to complete a Police Check for you to help out at school.

PARKING

The carpark at the main entrance is a staff car park only. The carpark is a drop-off/pick-up zone only and parents may not park their vehicles on school grounds at any time.

PARENT TEACHER ASSOCIATION (PTA)

Parents are welcome to be part of this group which supports the school in a number of ways e.g.

- Fundraising
- Liaison with the community

The Parent Teacher Association meets on a regular basis throughout the year. Dates are shared on the school calendar on our website and Skool Loop app. All parents are most welcome to attend.

PRIZEGIVING

This annual event takes place at the end of the year to celebrate learning and achievement.

PUBLIC HEALTH NURSE

Our Mana Kidz Health Nurse is here at school on a regular basis.. Parents are welcome to email the school to arrange for their child to see her about any health concerns, or parents/caregivers to pop in and meet her to discuss any family or health related issues – please contact the office to complete a referral form to see the nurse. We will advertise in the newsletter, school calendar and Skool Loop the dates and times of her visits throughout the year.

The Mana Kidz Health Nurse in Schools service is free to Anchorage Park School children and their families.

REPORTING TO PARENTS

Written reports are mid year and end of year. Learning Conferences are held throughout the year to allow time for students, parents and teachers to discuss learning progress. Parents are welcome to contact the school at other times if they have any concerns or questions. If you wish to meet with your child's teacher an appointment can be arranged through the school office staff.

ROAD SAFETY - TIRAUMEA DRIVE

Our school "walking bus" departs from outside Room 3 in the summer or outside the library in the winter. A teacher accompanies the pupils gathered, out the front gate, down Swan Crescent and around the corner onto Tiraumea Drive. They are crossed to the other side for pick up by parents or to walk home.

CHILDREN ARE EXPECTED TO CROSS TIRAUMEA DRIVE AT THIS POINT IN A SENSIBLE AND SAFE MANNER.

SAFETY: (Access to children)

To ensure the safety of your child the Principal must be informed in writing (including a copy of any court order concerning your child) if they are involved in custodial situations and of any person, parent / caregiver who:

- is denied access to your children
- has restricted rights of access

SCHOOL DONATIONS

We have taken up the government's initiative to receive a \$150 per student, per year payment which means we will not be asking parents and caregivers for donations, except for overnight camps.

SMOKE/VAPING FREE

All schools are required by law to be 'Smoke/Vaping Free' and therefore smoking/vaping is prohibited within the buildings and grounds of our school.

SOCIAL WORKER

Corinne Dove is the Social Worker for our school and she is employed by the Anglican Trust for Women and Children (ATWC). Corinne is at our school every week however appointments can be arranged if needed on other days - ph 027 567 4225 or email CorinneD@atwc.or.nz

Corinne offers support for families with:

- Housing NZ
- Work & Income (WINZ)
- Budgeting
- Relationships
- Behaviour concerns / changes in behaviour
- Parenting strategies
- Family violence
- Bullying
- Liaising with school and other agencies
- Providing links & referrals to other services
- Care and protection concerns

If you have any concerns at all, you can talk confidentially with Corinne at school or at your home.

Who can refer / access this support?

- Children or parents
- Other family members
- The school

- Other community agencies
- Members of the community

The Social Worker in Schools service is free to children and their families

STATIONERY

At the end of each year, stationery is available from Office Max at myschool.co.nz for the following school year. They offer home delivery and back to school prices up until March 1st. Information about stationery will be sent home with the end of year reports. During the year stationery can be purchased from Office Max at Myschool.nz or at the school office if your child needs additional items.

SUNHATS

School policy states that all students must wear a cricket style, wide brimmed hat whilst outside during Terms 1 & 4. This hat must be navy and can be purchased from the school office. **If your child doesn't have the correct hat they will be required to play in shaded areas.**

SWIMMING

Swimming lessons are a vital and integral part of the school's curriculum from November to April, weather permitting. Parents are asked to ensure their child has the appropriate swimwear – shorts and t-shirts are not permitted. **Note:** Should a student be unable to take part in a swimming lesson a note must be provided.

UNIFORMS

School Uniform is compulsory, embroidered polo shirts, sweatshirts and polar fleece jackets are available from the school office. Navy shorts, trackpants and skorts can be purchased from the Warehouse, Postie Plus or any retail outlet that sells suitable navy items. A uniform price list is included in our enrolment pack and is also available on our website. Please note that the uniform shop is closed on Thursdays. There is a limited amount of second hand uniform available for purchase from the office so please ask if you are interested. Where exceptions to the uniform are desired on a permanent basis for traditional, cultural, physical or other reason, permission must be sought from the Principal in writing.

UNIFORM DRESS CODE

At Anchorage Park School, we have a uniform dress code.

- The specified Anchorage Park School uniform will be worn by all children both when attending school and when representing the school in the wider community. Students are expected to present themselves in a clean and tidy manner at all times.

The school uniform is:

- short sleeved maroon polo shirt with school logo and/or long sleeved maroon polo shirt with school logo (both of which can be purchased from the school)
- maroon sweatshirt with school logo (purchased from the school)
- navy polar fleece jacket with maroon inner collar with school logo (purchased from the school)
- navy wide brimmed hats (purchased from the school for Terms 1 and 4)
- black leather lace up or velcro fastened shoes worn with plain navy or black ankle socks or black sandals
- BOTH GIRLS AND BOYS navy trackpants or navy drill shorts with 2 hip pockets only, no visible labels (purchased from the school or another retailer)
- GIRLS navy culottes/skorts for girls (purchased from school or another retailer) black or navy tights (for Terms 2 and 3 only)

Jewellery

- Wristwatches are allowed
- Medical alert bracelets may be worn by students with identified medical conditions
- Students with pierced ears may wear one small, plain, silver or gold stud in each ear lobe.

The following items are not permitted

- Rubber or leather jandals, slip ons
- Brightly coloured footwear/socks
- Baseball style caps
- Board/cargo shorts or shorts with visible labels
- Trainers/sneakers
- Nail polish and make-up
- Jewellery other than approved items listed above
- Hair Ties/Bands other than those approved in the list above

VALUABLES (including toys, jewellery, mobile phones, electronic games etc)

Staff cannot be responsible for the custody of valuable articles/toys. Students are advised not to bring them to school. Mobile phones must be left at the school office during school hours.



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