



Parent/Caregiver Information Booklet



Greenacres School



Board of Trustees 2018

Sharyn Richardson (Chairperson)
Shirley Porteous (Principal)
Brent McDowell (Staff Trustee)
Stuart Marshall (Parent Trustee)
Richard Kelly (Parent Trustee)
Alistair Sutton (Parent Trustee)
Willie Unuka (Parent Trustee)

School Staff 2018

Principal Shirley Porteous

Deputy Principal Ange Lamb

Deputy Principal Brent McDowell

Room 1	Mrs Rayleen Seebeck	Yr 1/2
Room 2	Mrs Kim Paver	Yr 1/2
Room 3	Miss Stacey Rowe	Yr 1/2
Room 4	Miss Tabitha Fane De Salis	Yr 2/3
Room 5	Miss Naomi Scarlet	Yr 2/3
Room 6	Mrs Celeste Hawkins	Yr 3/4
Room 7	Mrs Donna Miles	Yr 3/4
Room 8	Miss Kristina Fisentzidis	Yr 5/6
Room 9	Mr Rob Calder	Yr 5/6
Room 10	Mrs Katherine O'Neil	Yr 5/6

Part-Time Teachers	Mrs Cathy Hegarty, Mr Alan Bilton
Reading Recovery	Ms Nancy Burdan
Teacher Aide	Mrs Carol Ruha, Mrs Hilary Jones, Mrs Lindy Fenton
Office Manager	Ms Sharon Dunstan
Office/Finances	Mrs Marj Bennett
Music	Mrs Jean Hollier
Caretaker	Mr John Starkey
Kapa Haka Tutor	Mr Te Poiahina Hohua

School Terms and Holidays

The 2018 attendance dates for students are as follows

First Term

Start	Thursday	1 February
Finish	Friday	13 April
School Holidays	Saturday	14 April – Sunday 29 April
Public Holidays	Monday	6 February (Waitangi Day)
	Anzac Day	(in holidays)

Second Term

Start	Monday	30 April
Finish	Friday	6 July
School Holidays	Saturday	7 July – Sunday 22 July
Public Holidays	Monday	4 June (Queen's Birthday)

Third Term

Start	Monday	23 July
Finish	Friday	28 September
School Holidays	Saturday	29 September – Sunday 14 October

Fourth Term

Start	Monday	15 October
Finish	Tuesday	18 December
School Holidays	Wednesday	19 December
Public Holiday	Monday	22 October (Labour Day)

School Contact Directory

*Except in **EMERGENCY** the school will not deliver messages to students*

School phone	(04) 232 6445
School fax	(04) 232 6445
School email	principal@greenacres.school.nz (Principal) office@greenacres.school.nz (School Office) chairperson@greenacres.school.nz (BoT Chair)
	All teaching staff have an email address in the same format e.g. alamb@greenacres.school.nz
School web site	www.greenacres.school.nz

Our Mission Statement

To provide a safe and engaging learning environment, based on a diverse curriculum, responsive to the individual needs of our students and community.

Our Vision

"Together we encourage, challenge and inspire while fostering a love of learning."

Encourage, Challenge, Inspire, Learn!

Greenacres School is located in Raroa Terrace, Tawa, and opened in 1972. We are proud of being a community-focused school with modern facilities and up to date learning resources. We have extensive grounds including a modern adventure playground, a school field and a variety of grass and court areas where children can play.

We endeavour to provide a low student to teacher ratio in the early years and give every student the benefit of individual attention throughout his or her education. We have a very strong focus on developing the key skills of reading, writing and numeracy while also promoting an involvement in and love of the creative arts and sporting endeavours.

Our programmes address all the requirements of the New Zealand Curriculum and are designed to engage, motivate and challenge our students.



KEY INFORMATION FOR A SUCCESSFUL START AT GREENACRES

Normal School Hours

8.30am	Classrooms open
8.55am	First bell sounds
9.00am	School commences
10.30am – 10.50am	Morning break
12.30pm – 1.30pm	Lunch break
3.00pm	School finishes for the day

Enrolling Students

Students may be admitted to State Primary schools on or after their fifth birthday – but not before that date. Compulsory education begins when a child is six years old.

When a child is enrolled at a New Zealand school a Birth Certificate or other proof of date of birth is needed to verify the age, and an immunisation certificate must be produced when first enrolled. These are legal requirements. Students who are not NZ citizens must provide evidence of either a Residence Permit or a Student Permit.

School visits for new students

We have a pre-entry programme for children about to start school. On Friday mornings for three weeks before they begin school formally, children can visit our New Entrant class from 9:00 – 10.50am. This gives them an opportunity to experience school activities and start to get to know other children and our teachers. Pre-entry visits help support a smooth and happy start on the first day.

School Organisation

Our classrooms are organised into four learning areas that have been named with clear links to our Greenacres tree logo, as well as demonstrating our commitment to strengthening our inclusion of Te reo Maori. Each name represents a stage of growth in the learning journey a student will experience while at Greenacres School.

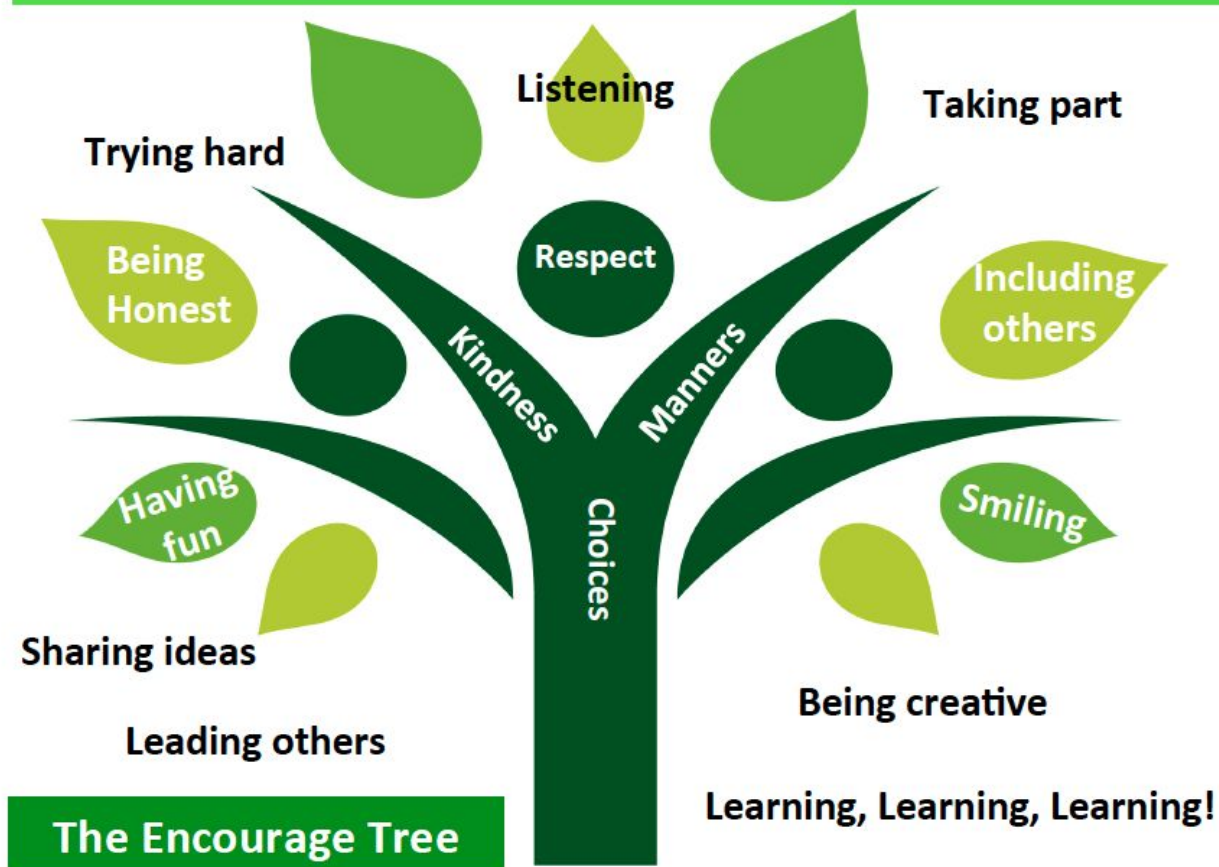
In simple terms this is explained as:

Kākano - The seed. The beginning of a student's learning journey as they are nurtured and cared for in their early years.

Te Rito - The shoot. The early sprouting of knowledge that grows from the seed as they explore learning and grow towards independence.

Tōtara - The tree. A growing tree becoming more confident and independent in leading their own learning, standing tall and proud.

Ngahere - The forest. Senior students standing together as they grow as learners, leaders and role models. The strength from the forest prepares them for the next phase in their learning journey, as they leave Greenacres as confident learners.



How do we use the Encourage Tree to promote a positive school culture?

At the beginning of the year each class collaboratively develops an age appropriate 'Encourage Tree' based on our school model. These unique classroom versions are strengthened by the inclusion of our key expectations *respect*, *kindness*, *using manners* and *making good choices*.

These four key elements (RKMCs) are our focuses when promoting a positive school culture at Greenacres School:

- **Respect** – respecting yourself, others and your environment
- **Kindness** – demonstrating kindness in words and actions
- **Manners** – using manners when playing, learning and collaborating
- **Choices** – making positive choices in our behaviour, words and actions

Class Blogs and Seesaw

Each Learning Team has a Seesaw blog that is regularly updated with examples of shared learning experiences. The links to these can be found on our website and passwords are provided in a letter at the beginning of the year. Individual students also have a seesaw e-portfolio that is password protected and is a fabulous way of sharing learning between home and school.

School Donations

Our school donation is currently \$175 per student. This voluntary donation helps to finance activities that funds from the Government do not cover. All families are asked to contribute where possible. Payment does not need to be in a lump sum but can be spread out over the year if parents wish. Reminders will be sent out in Term One and Term Three.

Stationery

When a new entrant begins school the office staff will guide you through their stationery requirements and how to use our online system in subsequent years for purchasing stationery. Stationery requirements for each school year are advised at the end of the previous year. Purchases can be made using our online system for “back to school” stationery only.

Clothing

We are a non-uniform school. Our expectation is that our students wear clothes that are appropriate for being busy and active everyday. This includes footwear that is suitable for daily fitness and PE activities and little jewellery beyond culturally significant items. Please name your child’s clothing so if it is misplaced, it can be returned.

Healthy Eating

Greenacres School has a Food and Nutrition Policy which encourages healthy eating practices. (See <http://greenacres.schooldocs.co.nz/>)

Before/After School Care

Kelly Club provides a before and after school service in our school hall. Their hours are: 7:00 - 8:30am and 3-6pm daily. Please visit their website www.kellyclub.co.nz for more information and enrolment forms.

Sunsmart

In Term 1 and 4 all students must wear a hat that protects their face, neck and ears. We encourage students to wear sunblock daily and keep a supply in their school bags. Sunblock is available at the school office and in classrooms for emergency use.

Supervision of Medication

Parents and caregivers must advise the school of all medication brought to school including relevant details such as dosage, storage and administration. Medication is stored in a locked cupboard.

Asthma Policy

Wherever possible, students should be self-managing their asthma medication. Emergency asthma medication is available from the medical room but will only be administered on advice from a parent/caregiver.

Emergency Procedures

The school has clearly set out procedures to be followed by students and staff in the event of an emergency. Evacuation drills are held regularly so pupils and staff know exactly what to do.

Civil Defence Procedures

In the event of a civil emergency we will keep all students at school under supervision until parents collect them, or another adult specifically nominated in writing by you. You can nominate that person in advance and it will be recorded. When students are released from school after an emergency it will be entered on a special register so that we know exactly where each student has gone.

We suggest that you discuss this within your family and have a plan in case you are separated for a long time. The staff will be co-operating with the Civil Defence Organisation who will use Greenacres School as a base in a civil emergency.

Your Child's Progress at School

Curriculum Programmes

At Greenacres School all our teachers plan collaboratively to provide diverse and engaging teaching and learning programmes for their students. This includes the Social Sciences, Mathematics, Science, Health, Technology, Music, PE, Te Reo Maori, Tikanga and Visual and Performing Arts. Teachers integrate Reading, Writing, Oral Language and ICT across the curriculum to provide literacy-rich learning experiences.

New Entrant Assessment

All new entrants are assessed within a month of attending school. This assessment includes activities based on numbers, letters, words, oral language and some general ability skills such as knowing their address. Parents are contacted for an informal chat after the initial assessments are completed and the information collected provides the classroom teacher with valuable information to plan to meet the student's needs in the future.

Six Year Assessment

When a student turns six years old an assessment is made on their literacy learning. Parents are invited to come and discuss the results of this assessment with the Deputy Principal. Any students considered to be at risk with their literacy learning will be placed on the Reading Recovery Register as a possible candidate for the programme. Reading Recovery is a series of intensive one on one reading and writing lessons. After completing the programme, the student's progress is monitored for the next three years and booster sessions are given where required.

Assessment and Evaluation

Assessment and evaluation is on-going during the year for all students so that teachers build up a comprehensive picture of their achievement and progress. Our schoolwide assessment programme gives the school important and useful information about the progress of individuals and groups to guide future planning. This information also allows the school to identify trends plus strengths and weaknesses of groups (e.g. age cohorts, gender, ethnic), it is also a very useful tool when reporting to parents.

Reporting to Parents

1. Within the first few weeks of the year, an opportunity is made available for all parents and caregivers to meet our teachers and hear about our programmes and plans for the year. More in-depth information pertaining to your child's particular class is also shared in a group setting.
2. Learning Conversations are timetabled in Terms 1 and 3 when all parents and students meet with the student's teacher to share progress as well as set goals.
3. Written reports are sent home at mid year and the end of the year.

General Information

Absences/Attendance

Please telephone the school before 8.45am if your child is absent through sickness or any other reason. Please note that messages may be left at any time on our absence line (232 6445, then press 1 to leave an absence message). You may also text the school cellphone 021 0256 5206 (please note this is for texting absences only, it will not be answered). It becomes a very time consuming job tracking daily absences when there is no notification made from parents. Please help us to ensure that all our students are accounted for and safe.

Students who arrive late, (for whatever reason, including following appointments) must check into the office and register before going to their classrooms.

If you need to collect or return your child at any time during the school day, please check at the office first. Students are not permitted to leave the grounds at any time during the day without a parent or caregiver visiting our school office and signing them out.

Accidents at School

Qualified First Aid staff members deal with minor accidents at school. If any serious accident happens, the parent, caregiver or person listed for emergency calls is contacted. If no responsible person can be contacted, the Principal or Deputy Principal will take whatever action is deemed necessary.

Assemblies

Learning Team assemblies take place each term on a Friday at 2pm. Each assembly, a different learning will host and attend the assembly. This is an informal part of our teaching programme and not a "public performance", but we welcome you to come along and see your child's class in action. The Learning Team hosting each assembly is indicated in our weekly newsletter.

Board of Trustees Meetings

These meetings are generally held on the third and eighth Tuesday of each term in the school staffroom at 6.00pm. All parents are very welcome to attend. After the meeting the minutes and board papers are available to view on the noticeboard in the administration block.

Communication

Parents are encouraged to contact class teachers or the team leader if there are any concerns over a student's well being or progress. Appointments can be made by emailing the class teacher (using the format outlined on the final page of this booklet) or by phoning the school office during working hours. Staff members are not available to be contacted at home.

We have a policy of open communication between home and school. Parents are encouraged to visit the school to discuss any concerns about their child/ren or to share their successes. We regard partnerships between home and school as essential for learning.

Dental Therapist

Our students' teeth are cared for by the Bee Healthy Regional Dental Service, which has a clinic at Raroa Intermediate School, 37 Haumia Street, Johnsonville. The clinic is open from 8.00am to 4.30pm. Our students' teeth are all checked annually in a mobile clinic on the school grounds - parents are informed when this is about to happen. If any treatment is necessary, or you would like your child checked by a dental therapist you are invited to make appointments by phoning 0800 825 583.

Education Review Office Report

The latest Education Review of Greenacres School was completed in 2016. Copies of this report are available from the School Office, from our website (<http://www.greenacres.school.nz>) or the Education Review Office website (<http://www.ero.govt.nz>)

Greenacres School Events Committee

The Greenacres School BoT Events Committee is a group of BoT members, parents and caregivers who meet regularly to plan social and fundraising activities. Their support for the school is highly valued by all and they are always keen for new members.

Hardship

We do not believe that students should miss out on any aspect of the programme because of an inability to meet costs. If you find you are unable to afford to pay for your child to participate in an educational visit or to attend a visiting performance please contact the principal in confidence.

Headlice

Headlice are a common problem and infestation often occurs when students are in close contact. Please check your child's hair frequently and use the appropriate shampoo according to directions if there is any sign of infestation. We suggest that long hair is kept tied back.

House System

Our encourage tree demonstrates examples of our expectations for living and learning at Greenacres School. Along with this our 'House' structure encourages positive relationships between students and teachers across the school. We have four 'houses' kauri (blue) kowhai (yellow), pohutakawa (red), and nikau (magenta). As students enrol they are assigned to one of four houses for the duration of their time at Greenacres. Teachers also belong to a particular house. Each term there is a house activity where students and teachers from across the classes join together for fun.

Homework

Our homework is predominantly based on supporting the learning at school in Reading, Spelling and Mathematics. Daily reading is encouraged at all levels and is supplemented with other literacy or mathematics activities dependent on the age and needs of the students. Teachers clarify homework expectations specific to their class at the beginning of each school year.

IF - Inspiration Friday

Inspiration Friday (IF) is an inspiring component of our curriculum. This programme provides opportunities for choice and creativity beyond the traditional curriculum. It is also a vehicle for building partnerships with community members, who are encouraged to share their skills with us.

The Y3-6 students are offered the opportunity to take part in inspirational, small group learning activities of their choice from an exciting range of options.

The Year 1-2 programme provides a multitude of 'hands on' activities, with the opportunity for students to explore a new interest or passion.

ICT User Agreements

Students from Year 3 and above have access to filtered email and internet. To safeguard students and the school, all users of the school's computers must sign a user agreement before access is granted. The agreement needs to be signed by both student and parents.

Inter – School Activities

Occasionally there are inter-school activities involving sport. The emphasis is more on involvement rather than competitiveness. Every student in the school will have an opportunity to be involved in all sports available for their age group. The sports available will vary from year to year depending on resource personnel available to help.

Library

From 2017 our school library is being used as a senior classroom. Arrangements have been made so that all students can still access a range of fiction material and issue a library book.

Lost Clothing

Please ensure that all clothing is clearly named. All named lost clothing is returned to the owner. Clothing that is found and not named is collected, left outside the Administration Block and then stored in the road patrol room. Unclaimed, unnamed clothing is then donated/disposed of at the end of each term.

Mobile Phones

Any mobile phones brought to school by students must be turned off and kept in their bags at all times. Any mobile phones that are turned on in class, or used inappropriately, will be confiscated and will be available for parents to personally collect from the Office. Please note that if a student brings a cellphone to school, the school accepts no responsibility for the cellphone.

Parking

When parents transport students to and from school they should NOT park on the yellow lines on either side of the road outside the school or drive into the staff carpark to drop off or collect students. Please adhere to these rules for the safety of all students at Greenacres School. To alleviate the pressure on the front gate we ask that parents of students in the Woodman Drive area deliver to, and collect their children from, the Woodman Drive entrance.

Parent Helpers

Volunteers are often called for – if you are able to help in any way, please contact the school office. Alternatively, keep watching the weekly school newsletter for the many occasions when we ask for parent help for specific purposes.

Payment for School Activities

Payment for any school activity can be made by cash, cheque, eftpos or Visa/ Mastercard, or internet transfer to the school's bank account 123254 0004195 00. Any cash/cheque payments brought to school are to be in an envelope with the student's name on it, labelled (eg swimming), and handed to the class teacher. Please note that if making payment to the school for anything by cheque, make the cheque payable to Greenacres School.

Peer Mediators

Peer mediators are actively involved in monitoring and supporting positive playground behaviour during morning breaks and lunchtimes. Peer mediators (senior students only) have extensive training at the beginning of each year.

Permission to Leave School Grounds

On enrolment parents/caregivers are asked to sign and return a letter giving permission to leave the school grounds for local activities i.e the local parks, schools. This will cover the duration of the student's attendance at Greenacres School. For any activities/trips beyond the local area, where the students are transported by bus, train, or parent/teacher vehicles, written permission will be sought.

Scholastic Book Clubs

Each term students are given the opportunity to purchase books, games, etc from the following book clubs:

ABC	5-6 years
Lucky	5-9 years
Arrow	9-12 years
Star	11+ years

All students are given a booklet which describes the books currently available. The student returns the order form and money by a set date (**please make cheques payable to Greenacres School**). There is an option to order online and the books will arrive at school after the set date, following which the books are distributed to the students. The books are reasonably priced and students can build libraries of their own quite cheaply but there is no obligation to buy these books. However, in return for our promoting this, Scholastic NZ supply books for our library in proportion to purchases made.

School Communications

The school phone number is 232 6445, and the email address is office@greenacres.school.nz. All teachers have full-time teaching commitments so if you wish to contact a teacher you are best to send an email (using the format outlined on the final page of this booklet) or email or leave a message with the office staff.

School Newsletter

The School Newsletter is emailed to each family on Wednesdays. If it is impossible for you to receive an emailed newsletter, please contact the office to arrange to receive a hard copy. Copies of each week's newsletter are also available on the school website (www.greenacres.school.nz).

School Office Hours

Office hours are from 8.30am–3.30pm Monday–Friday. An answerphone is in operation when the telephone is unattended.

School Road Patrol

There are school students and staff on crossing duty outside the front gate of the school from 8.30am to 8.50am and 2.55pm to 3.10pm each day to ensure that all students cross safely. All students who need to cross Raroa Terrace are expected to use this patrolled area whether on their own, in groups, or with their parents.

School Policies

All the schools policies on health, safety, complaints, etc, can be found on the following website <http://greenacres.schooldocs.co.nz/1893.htm> It would be useful for you to find an opportunity to peruse these. The username is 'greenacres' and password is 'school'.

Smoke Free School

Greenacres School (ie grounds and buildings) is a totally smokefree area as required by law.

Special Programmes

Programmes are offered in a variety of curriculum areas for students with special learning needs and special abilities. Within class programmes extension/enrichment activities are also offered. Parents are informed as to the nature and organisation of any extra programmes. Part-time teachers and teacher aides may also assist in classrooms working with individuals and small groups. Enrichment programmes include choir, music group, kapa haka, dance and languages.

Sports Teams

In addition to our daily physical education and fitness programmes, netball and hockey are offered as winter weekend sports.

Student's Records

Whenever there is a change of address, home or business telephone, medical information or family circumstances and emergency contacts, please inform the school office promptly. Out of date information can mean that we are unable to contact you in an emergency. It is **very important** that up to date emergency contact information is kept.

Student Safety

For the general safety of our students we request that the following items are not brought to school: glass containers, sweets, gum, jewellery, toys, money, electronic equipment, etc.

Swimming

Our swimming programme usually operates at Tawa Pool during Term 2.

Trips and Visits

From time to time classes will be involved in educational trips beyond our local area. Parental consent must be given for any child to be included in these school trips. Please note that parental consent and any required payment must be received prior to the trip for a student to participate.

It is a requirement that all motor vehicles used for the transportation of students have a current WOF and registration and that seatbelts for each student are worn. All drivers must also have a current full Driver's Licence. Parents will be asked to verify this information if they offer to transport students. We have to ensure that the safety of our students is paramount at all times. car seats

We have an Education Outside the Classroom Policy that covers all aspects of students leaving the school grounds during class time, outlining the strict risk management and safety guidelines required. You may obtain a copy of this from the Office.

School Contact Directory

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office@greenacres.school.nz (School Office)
chairperson@greenacres.school.nz (BoT Chair)

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alamb@greenacres.school.nz

School website www.greenacres.school.nz

Facebook Greenacres School