



# Blockhouse Bay

## Primary School

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*We Seek - We Strive - We Soar*

### Parent and Whānau Information

Postal Address	: 584 Blockhouse Bay Rd, Blockhouse Bay, Auckland 0600
Delivery Address	: 2 Gill Crescent, Blockhouse Bay, Auckland 0600
Telephone	: 09 627 9940
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Website	: <a href="http://www.blockhousebay.school.nz">www.blockhousebay.school.nz</a>



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## INTRODUCTION

The Staff, together with the Board of Trustees, F.A.B and current parents and whānau, welcome you to Blockhouse Bay Primary School.

We believe a strong home school partnership is an essential foundation to support your child to flourish on their learning journey through primary school. We encourage you to partner with us and to participate in the life of our school. This includes many opportunities such as special school occasions, fundraising, parent / teacher / student meetings, library assistance, help with school field trips and within the classrooms. Participation in activities such as these will enable you to become familiar with the school and its community and to experience the vitality of the school as a learning place.

Together the home and the school environment combine to encourage a happy, well-adjusted student ready to learn. The teacher designs learning programs, gives professional assistance, encouragement and advice. The parents/caregivers and whānau share insights and information with the school about the child and support learning at home thus contributing to the student's development and learning journey.

### Our Vision is:

**We Seek** knowledge, understanding and success

**We Strive** to be creative, resilient and respectful

**We Soar** confidently into the world, strong in our unique identity

### Our Whakataukāki:

Ka tae mai he manu pī, ka puta he manu rere  
*Arrive a fledgling, leave soaring*

### Our Symbols: The Three Koru



The three koru represent the three components of our vision 'We Seek, We Strive, We Soar.' as well as the three components of 'He manu rere', our Learner Profile: Know Me, Know Others, Know How'

Many of the topics discussed in this booklet are decisions arrived at by your Board of Trustees. These people are chosen by the parents at the elections which are held every three years. Many decisions are arrived following consultation with parents & whānau, learners and the staff community. You have the right to attend any Board meetings, but parents and whānau must make contact with the Chairperson prior to the meeting if they would like speaking rights. Meetings are held each month. Please check with the School Office for the meeting dates.

We, like you as parents and whānau, are aiming at the best possible education for your children. Teachers and other staff members are dedicated to the fullest possible development of your child. A wide range of activities will be offered which your child can involve him/herself. We hope you will encourage your child to participate fully in the school and bring to his/her school life the positive attitudes that enable them to be the best learner they can be.



## OUR DAY BY DAY FOCUS IS

1. To provide and maintain a learning focused, caring environment in which each student will be encouraged to learn and develop his/her abilities to the fullest potential – academically, creatively, physically and socially.
2. To encourage students to develop
  - Commitment to their own learning and that of others
  - Self esteem
  - Tolerance and respect for others
  - A sense of community and their ability to show independence within the community
  - Commitment to and responsibility for learning
  - An awareness of their environment and their role in its conservation
  - An understanding of other cultures.
3. To develop communication skills
4. To prepare students for further education
5. To make learning enjoyable
6. To maintain and encourage parent and whānau involvement throughout the school.

A caring and considerate atmosphere is fostered at Blockhouse Bay Primary School. The students are expected to respect themselves, people and property. Our school rules are:



Manaakitanga provides a framework to support positive behaviour and wellbeing for all at Blockhouse Bay Primary School.

Our 'Positive Behaviour and Wellbeing Plan' provides guidelines for our school community on procedures and policies. This may be accessed on our school website or by contacting our office.



Positive Behaviour and Wellbeing Plan



Our staff are here to partner with you to support the development and education of your child. Please come and meet us if you have any concerns or enquiries. We ask you to please telephone or email the school to arrange a suitable time for an appointment.



## 2025 School Organisation and Staff Contact List

Principal		Main Office	Neil Robinson		<a href="mailto:principal@blockhousebay.school.nz">principal@blockhousebay.school.nz</a>
Associate Principal			Elizabeth Crisp		<a href="mailto:elizabethc@blockhousebay.school.nz">elizabethc@blockhousebay.school.nz</a>
Deputy Principal: SENCo		Support Office	Annette Bradley		<a href="mailto:annetteb@blockhousebay.school.nz">annetteb@blockhousebay.school.nz</a>
Lead Teacher: Curriculum & Pastoral Care /Across School Leader		Tōtara	Claire Schultz		<a href="mailto:claires@blockhousebay.school.nz">claires@blockhousebay.school.nz</a>
Team	Manu Group (class)		Learning Space	Teacher/s	Email
<div>Kauri</div> <div>Year 4 - 6</div> <div></div>		Toroa A	 Te Timatanga 2	Amanda Whittome   Bronwyn Woodward (Fortnightly Fridays)	<a href="mailto:amandaw@blockhousebay.school.nz">amandaw@blockhousebay.school.nz</a> <a href="mailto:bronwynw@blockhousebay.school.nz">bronwynw@blockhousebay.school.nz</a>
		Toroa B		Emma Best	<a href="mailto:emmab@blockhousebay.school.nz">emmab@blockhousebay.school.nz</a>
		Ruru A	 Te Timatanga 1	Melissa Murray	<a href="mailto:melissam@blockhousebay.school.nz">melissam@blockhousebay.school.nz</a>
		Ruru B		Hayley Davies	<a href="mailto:hayleyd@blockhousebay.school.nz">hayleyd@blockhousebay.school.nz</a>
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		Kārearea B		Shelly Brown	<a href="mailto:shellyb@blockhousebay.school.nz">shellyb@blockhousebay.school.nz</a>
		Huia A	 Te Tuiwi 3, 4 & 6	Sonika Sharma	<a href="mailto:sonikas@blockhousebay.school.nz">sonikas@blockhousebay.school.nz</a>
		Huia B		Simran Joseph	<a href="mailto:simranj@blockhousebay.school.nz">simranj@blockhousebay.school.nz</a>
		Huia C		Breanne Mackinnon	<a href="mailto:breannem@blockhousebay.school.nz">breannem@blockhousebay.school.nz</a>

Rimu  
Year 0 - 3



	Takahē A	 Te Tuaiwi 2 & 5	Angie Cannon (Mon-Thurs)   Krystal Arnold (Fridays)	<a href="mailto:angiec@blockhousebay.school.nz">angiec@blockhousebay.school.nz</a> <a href="mailto:krystala@blockhousebay.school.nz">krystala@blockhousebay.school.nz</a>
	Takahē B		Nida Irfani	<a href="mailto:nidai@blockhousebay.school.nz">nidai@blockhousebay.school.nz</a>
		Kōtare A	 Te Hapori 1	<a href="mailto:nickys@blockhousebay.school.nz">nickys@blockhousebay.school.nz</a>
		Kōtare B		<a href="mailto:kelceyk@blockhousebay.school.nz">kelceyk@blockhousebay.school.nz</a>
		Kākāriki A	 Te Hapori 2	<a href="mailto:melindan@blockhousebay.school.nz">melindan@blockhousebay.school.nz</a>
		Kākāriki B		<a href="mailto:sallyk@blockhousebay.school.nz">sallyk@blockhousebay.school.nz</a> <a href="mailto:amelias@blockhousebay.school.nz">amelias@blockhousebay.school.nz</a>
		 Te Taiao 1	Mina Lala	<a href="mailto:minal@blockhousebay.school.nz">minal@blockhousebay.school.nz</a>
			Hena Farooq (Mon-Thurs)   Gemma Humphreys (Fridays)	<a href="mailto:henaf@blockhousebay.school.nz">henaf@blockhousebay.school.nz</a> <a href="mailto:gemmah@blockhousebay.school.nz">gemmah@blockhousebay.school.nz</a>
		Pūkeko A	 Te Taiao 3	<a href="mailto:suzyl@blockhousebay.school.nz">suzyl@blockhousebay.school.nz</a>
		Pūkeko B		<a href="mailto:rachelr@blockhousebay.school.nz">rachelr@blockhousebay.school.nz</a>
	Weka A	 Te Taiao 1	Sarah Te Wheoro	<a href="mailto:saraht@blockhousebay.school.nz">saraht@blockhousebay.school.nz</a>
	Weka B	 Te Tuaiwi 2	Denise Lawson (Mon-Wed)   Lagi Jenkins (Thurs-Fri)	<a href="mailto:denisel@blockhousebay.school.nz">denisel@blockhousebay.school.nz</a> <a href="mailto:lagij@blockhousebay.school.nz">lagij@blockhousebay.school.nz</a>

Other Teachers	Jane Warne: ESOL Lead Teacher		<a href="mailto:janew@blockhousebay.school.nz">janew@blockhousebay.school.nz</a>	
	Vivienne Aherne   Te Manawa Lead Teacher, Release Teacher		<a href="mailto:viviennea@blockhousebay.school.nz">viviennea@blockhousebay.school.nz</a>	
	Denise Lawson   Release Teacher		<a href="mailto:denisel@blockhousebay.school.nz">denisel@blockhousebay.school.nz</a>	
	Gemma Humphreys   Release Teacher		<a href="mailto:gemmah@blockhousebay.school.nz">gemmah@blockhousebay.school.nz</a>	
	Tracey Waller   Specialist Teacher in Manukau 2		<a href="mailto:traceyw@blockhousebay.school.nz">traceyw@blockhousebay.school.nz</a>	
	Jan Llewellyn   Specialist Teacher in Manukau 2, Release Teacher		<a href="mailto:janl@blockhousebay.school.nz">janl@blockhousebay.school.nz</a>	
	Wendy Spence   ESOL Teacher & Relief Teacher		<a href="mailto:wendys@blockhousebay.school.nz">wendys@blockhousebay.school.nz</a>	
	Jarrod Waetford   Te reo & Kapa Haka Teacher		<a href="mailto:office@blockhousebay.school.nz">office@blockhousebay.school.nz</a>	
	Amelia Slade   Release Teacher		<a href="mailto:amelias@blockhousebay.school.nz">amelias@blockhousebay.school.nz</a>	
Support Staff	Leanne Hems   Administrator: Finance & Property		<a href="mailto:office@blockhousebay.school.nz">office@blockhousebay.school.nz</a>	
	Nusrat Jeny - School Secretary			
	Raewyn Nicholson - Administrator			
	Karen Henricksen - Office Administrator / Learning Assistant			
	Daniel Prelipceanu - Caretaker			
Learning Assistants	Amanda Burrows	Sheenal Chandra	Darien Emmot	Annuncia Gallaher
	Karen Henricksen	Rachel Jones	Vicky Pakes	Fiona Rogers
	Yvonne Vong			



## **F.A.B – Fundraisers at Blockhouse Bay (previously Parent Teacher Association)**

Chairperson  
Treasurer  
Staff Representative  
BOT Representative

The F.A.B is the fundraising arm of the school. The group of parents and caregivers has successfully raised hundreds of thousands of dollars in recent years which has been used in areas such as playgrounds, ICT equipment, heating of the school pool, the building of the Performing Arts Centre and most recently, our new artificial turf. As a result of the FAB's efforts a new play-space has been installed in 2020.

Those who are interested in promoting and developing the School might like to come along to our meetings, which are held each month. Alternatively, you can just let the office know that you are available to help on occasions or that you may have contacts for goods and services that might be of interest to our fundraising group. They will then pass this information on to the F.A.B.

The F.A.B brings parents and teachers together who work collegially to provide 'extras' for our children. As well as this, attending F.A.B. meetings and helping run fundraising events are great ways for parents and whānau to get to know each other.

### **BOARD OF TRUSTEES**

Chairperson	Mr Nick Dempsey
Treasurer	Mrs Rosie Williams
Principal	Mr Neil Robinson
Staff Representative	Mrs Sally Kilpatrick
Other Representatives	Mr Simon Mahoney
	Mrs Annuncia Gallagher
	Mr Tarawhati Williams

### **The Board of Trustees are responsible for:**

- Overseeing the preparation and maintenance of the School Charter.
- Establishing policy and priorities in support of the Charter.
- Approving budgets related to achieving Charter objectives
- Assisting the Principal to implement policy that will achieve the Charter goals and objectives
- Appointing staff on the recommendation of the Principal and/ or staffing sub-committee
- Reporting to the community and the Ministry of Education on the achievement of the School's Strategic Plan on Planning and Assessment.

### **Term of Office**

Board members are elected by the School's community once every three years. There is provision for the appointment of up to four co-opted members. You are welcome to contact Board of Trustee members if you have any questions or concerns.



## The School Charter

- Is an agreement between Board of Trustees and the Minister of Education.
- Sets out the paramount purpose of the school, the guiding principles and its educational purposes and goals.
- States operational goals and objectives related to each section in the charter document which are encompassed in the Strategic Plan.

A copy of the Charter is available along with Policies and Implementation Programmes and minutes of Board of Trustee and PTA Committee meetings are public documents and can be accessed through the school office.



## SCHOOL ORGANISATION

The School is organised into four Teams encompassing two or three class levels, each led by a Team Leader (in some cases this role is shared). This organisation can vary from year to year depending on numbers of children and teachers strengths and abilities. Team Leaders are responsible for leading their Team, having efficient organisation, being aware of the needs in the children in that team, implementing Learning and Teaching Programmes and ensuring a high standard of planning and preparation is maintained. If you have a concern about your child, please speak to your child's class teacher. If your concern is not resolved or is of a serious nature then please make an appointment to see either the Associate Principal, Elizabeth Crisp or the Principal, Neil Robinson.

## CLASS ORGANISATION in 2025

Rimu                -Year 0-3

Kauri               -Year 4-6

## CLASSIFICATION OF STUDENTS WHEN FIRST STARTING SCHOOL AT AGE 5

Most students spend around six years at Primary School before moving on to their next place of learning. If a student starts during Term One, they are usually classified as a Year One. If they start in Terms Two, Three or Four, they are classified as a Year 0.

If your child begins school as a Year 0 and was born in late April, May or June, sometimes it may be more appropriate to reclassify the child as a Year 2 the following year. In this case, social, emotional and academic progress is considered and the decision is made jointly by parents/whānau and school. Please contact our Associate Principal, Elizabeth Crisp if you would like to discuss this more fully.

## ENROLMENT

Enrolment of a student is usually preceded by a discussion involving the Principal, Associate Principal or Deputy Principal, parents, caregiver and whānau and the new student. Before this meeting takes place, parents need to fill in an enrolment form which will record details such as address, phone number, emergency contacts and specific health matters, particularly allergies or asthma will be noted. If you are new to our school, it is a Ministry of Education requirement that parents bring proof of age, e.g. Birth Certificate, Passport. At enrolment, information is required on immunisation by the Ministry of Health (i.e. a copy of their immunisation certificate signed by your doctor).

Blockhouse Bay Primary School has an enrolment zone and the Ministry of Education checks to make sure that this is enforced. It is very important that on enrolment, parents bring evidence of where they live such as a power account and rental agreement.

If places are available for Out of Zone Enrolments a ballot takes place each term for the next term start. Please enquire at the School Office for more information.

Parents are invited to enrol their child approx four weeks prior to their 5th birthday. This is to enable New Entrants to benefit from an opportunity to enjoy a planned transition into school. Information about this process will be provided when you contact the school office.



## THE SCHOOL DAY –

8.15am – 8.40am	Arrive at school
8.50am	Beginning of the school day
10.50am – 11.30am	Break One (10 minutes Eating time then play)
1.00pm – 1.40pm	Break Two (Play first then 15 minutes eating)
3.00pm	End of school day
3.15pm	Playgrounds should be cleared

Parents are asked to help students with punctuality habits by ensuring all students are at school between 8.15 - 8.40am.

**Please note that because staff members have other roles to carry out, the school is not able to take care of children who are at school before 8.15am or after 3.15pm.**

**All students on school grounds should be in the care of an adult when not in school time.**

**If any change in school times is to be made, parents will be notified by newsletter beforehand.**

## ABSENCES & LATENESS

Please ensure your child is at school before the start of the school day. Repeated lateness impacts children negatively as they miss the opportunity to start the day in a positive way as well as missing learning time.

Lateness and regular absence patterns as well as obvious truancy cases are not acceptable at Blockhouse Bay Primary School and will be reported to the Truancy Services for follow up action..

**It is extremely important that parents advise the school office before 8.50am if a child is going to be away from school. This can be done by email or telephone. The Ministry of Education collect information about why children are away, so please provide this to the office when notifying them of an absence.**

If a child is sick or potentially contagious, please keep them at home so that others are not infected.

**Ph: 627 9940          Dial 2 for absence line**  
**Send via your Hero App**  
**Email: [office@blockhousebay.school.nz](mailto:office@blockhousebay.school.nz)**

## BEFORE & AFTER SCHOOL CARE PROGRAMME

A very popular Before School and After School Care Programme is offered at Blockhouse Bay Primary School, by an outside provider who leases the space from the school.

Students may attend any number of days a week on either a permanent or a casual basis from 7.00am to 8.20am and 3.00pm to 6.00pm. This service is heavily used and does have a maximum number of places. If you would like further information or an enrolment form, please contact Bizzy Bodz 095309020 or see them at the Performing Arts Centre any afternoon after 3.00pm.



## BEHAVIOUR

Our 'Supporting Positive Behaviour and Wellbeing Plan' (accessed on our school website) provides guidelines for students, parents and whānau and staff to encourage commitment to learning, and showing Manaakitanga to one another. At times children do behave inappropriately and in these instances a restorative approach is followed. Where necessary this will include consultation and partnership with parents/caregivers and whānau.

## BICYCLES

The NZ police do not believe that children younger than Year 6, have the necessary skills and maturity to ride a bicycle to and from school. Therefore, only Year 6 children will be granted permission to ride their bikes to school.

We believe that it is a good learning experience for the children to apply in writing to the Principal for permission to ride their bike to school. They need to state that they will follow the road rules and will wear an approved helmet and suitable shoes. Please contact the office if you require more information.

## CURRICULUM

The New Zealand National curriculum is presented to our learners through an inquiry-based approach. Curiosity and wonder commences a learning journey to enable learners to seek knowledge, ask questions, find out, understand, ask 'what now?' and reflect. These are the stages of the Blockhouse Bay Inquiry Process which can be found on our school website.

Teachers use overall concepts to help children to understand and learn about their world. We aim to hook students into learning through authentic, engaging contexts which are student centred and teacher guided. Learning to read and write well and developing mathematical skills are at the heart of learning at our school and provide access to all other learning. During your child's years at primary school, instruction in a wide range of curriculum areas will be experienced. These areas are English and Languages, Mathematics, Science, Technology, Social Sciences, The Arts, Health and Physical Well Being.

Blockhouse Bay uses Learning Pathways to help students, parents/whānau and teachers to track learning and set goals. We have pathways in Reading, Writing and in 2020 will introduce these in Mathematics as well.

We also use 'He Manu Rere', our Learner Profile to set goals and track progress. He Manu Rere identifies the attributes which have been identified by our school community as essential to help students seek, strive and soar as learners throughout their years at Blockhouse Bay Primary School and onwards in the next stage of their learning. "He Manu Rere" and its learning pathway may be found on our website.

For some activities in art and craft, an old shirt is desirable so that school clothing is protected. Students are encouraged to keep such protective clothing at school.

## DOGS

Dogs can be upset or startled by children and might frighten or bite them.

**No dogs or other animals are to be brought to school** without the permission of the class teacher.



## EDUCATION OUTSIDE THE CLASSROOM

In this school, the value of educational experiences outside the classroom is well recognised. Such experiences are seen as an integral part of the school programme, and may include day activities or experiences of a longer duration.

Parent/Caregiver permission is required for learning activities that are held out of the immediate Blockhouse Bay area. We strongly recommend that all children take part in all of these learning opportunities.

## ENRICHMENT

In class, gifted children's needs are met in the core curriculum areas through assessment of their ability and subsequent teaching tailored to meet needs. Other programmes operate throughout the school which will provide activities to challenge and stimulate children to develop more creative and critical thinking skills to further enhance their natural abilities.

From time to time, when funding allows, small groups are withdrawn from class to participate in enrichment groups.

## HANDWRITING

Our style of writing is called Basic Script. It avoids any need to make major changes in style during the student's school life. As writing skills mature, links are added between letters thus making writing more fluent and speedy for the upper classes. Little change should be required for any future class or school.

Please do not encourage your child to write exclusively in capital letters as this habit can be difficult to break.

## BASIC SCRIPT

The lower case letters of basic script are:

*a b c d e f g*  
*h i j k l m n*  
*o p q r s t u*  
*v w x y z*

The capital letters of basic script are:

*A B C D E F G*  
*H I J K L M N*  
*O P Q R S T U*  
*V W X Y Z*



## HEALTH

The school maintains a register which records which children have received immunisations. In the event of an outbreak of an illness for which your child has not been immunised, the Ministry of Health might insist that your child stays at home. We would of course contact you directly if this was the case.

Head Lice can be very disruptive to a child's learning and everyone is susceptible to infection because they spread very readily. This means every parent should periodically check their children's heads. Usually the eggs are most visible sticking to the hair, particularly behind the ears. Check regularly and don't hesitate to ask for advice from your Doctor or Chemist. Infected children should stay home from school until they have been treated.

Hearing and vision is checked in 5 year olds and new students to the school. Hearing and vision advise parents directly if any issues are detected. If teachers are concerned about your child's hearing or vision they will refer the child to the technicians when they come to the School with the written consent of the parents. Technicians will only test your child if you have filled in a Consent Form.

## HOME LEARNING

We believe that Home Learning can help reinforce learning that has been covered at school and can therefore assist with a child's progress and achievement. We ask that all parents support the school and assist the children with their home learning tasks.

It is very helpful when parents set aside a Home Learning time and place, and discuss the work with the child. In most cases, daily homework will be around 15 minutes for Years 0, 1 and 2, 20 minutes for Year 3 and 4 children and 25 minutes for Year 5 and 6 children. Home Learning should not exceed 30 minutes a night unless students wish to pursue special inquiry learning. Please feel free to contact your child's teacher if you have any questions regarding Home Learning.

Students may bring home readers which they are expected to read with adult assistance. It is likely to be a reader they have already worked on in the classroom so please do not be surprised if they appear very confident with this material. Please take the time to sit with your child as she/he works on their reader. Commend their efforts and help them over any difficult parts. Plenty of praise and only positive comments for their efforts so that they become enthusiastic and keen to continue this very worthwhile piece of work.

Year 0, 1 and 2 Home Learning is generally reading based. This reading may take many forms. It may not be a reader but one of the following;

- Shared book
- Caption work on art
- Library Book
- Poetry Card / Anthology
- No readers will be sent home without a book bag or plastic bag to protect them.
- Class Book
- Home Book
- Music Book

For any Home Learning, give praise and support. Please contact your class teacher if you are need more information about Home Learning.



## USE OF DIGITAL TECHNOLOGIES

Blockhouse Bay Primary has a strong commitment to helping children to use digital technologies to help with their learning and has made a significant investment in staff training, supporting infrastructure and currently has over 300 devices that are used by the children. Students have access to a variety of ICT equipment and are able to use ICT programmes for learning computer skills, as part of all curriculum areas and to support special needs.

We ask that all Year 5 and 6 children bring a Chromebook to school as part of our Bring Your Own Device strategy. This ensures that every child can make the maximum benefit of using these computers for their learning. Please talk to your child's teacher if you have any questions about the use of digital devices at school.

## INTERMEDIATE SCHOOLING

Parents of Year 6 children are encouraged to seek out information about their child's next school as soon as possible in the year. During the 3rd Term, Intermediate Schools request information about Year 6 students. Open days and information evenings are held to assist parents to make these decisions. It is very helpful if these schools receive enrolment forms from parents before the end of October so that they can arrange their staffing and school organisation.

## LEARNING SUPPORT

### Reading Recovery

Some six year old students who are having difficulty getting underway in Reading and Writing are given individual instruction with a trained Reading Recovery Teacher. This entails half an hour per day of one-to-one instruction for about 12 to 20 weeks and needs to be supported with a significant amount of practice at home. On-going attendance at these sessions is compulsory and children selected for the programme who are frequently absent, risk being withdrawn and losing this opportunity. When students complete the Programme they are usually working at the average level for their age.

### Other Learning Support Programmes

Should assessment reveal the need for additional support, the Deputy Principal Mrs Mandy Barrett, will work with class teachers and at times, Learning Assistants to develop programmes to support these learners.

### English Language Learners

Students are assessed as to their English Language needs by the class teacher. Special support is being co-ordinated by Annette Bradley for English Language Learning.

Support will be given in small withdrawal groups or within the classroom programme. This is primarily to support English Language acquisition.

## LEAVING THE GROUNDS

We do not allow students to leave the grounds once they have arrived at school each day. Should a parent or caregiver wish to take a child from the school grounds during school time they must sign their child out at the school office. At this time, a printout will be given to the parent which must be handed to the class teacher so that they know that the child has been signed out. No child will be released without this form. It is helpful if the teacher is informed in advance if the child is going to leave school during the day for any reason.





## LIBRARY AND MAKERSPACE – TE MANAWA

Te Manawa is our School Library and Makerspace. The original schoolhouse, newly renovated, is a space to imagine, connect and create. It is open to all students before school and during both breaktimes.

Te Manawa has an excellent range of books suitable for all students and a wide selection of materials for students to make and create with as well as a range of digital tools. If you encourage your child to bring library books home to read on most days, you will help your child to become a more proficient reader. Should a damaged book turn up at home ask your child to draw the teacher's attention to it. We have the appropriate materials at school to do repairs. Whilst we appreciate help, parents and caregivers are asked not to attempt to repairs books at home. We would also appreciate any contributions of materials suitable for the Makerspace e.g. material, wool, boxes, buttons.

## LOST PROPERTY PROCEDURES

All clothing worn to school and other property should be **clearly named with your child's family name**. This includes footwear, swimming togs and towels. All students' property marked with their name will be returned directly to the child by office staff. Un-named property that is lost is stored next to the uniform room, outside the pool side gate. At the end of each term, the lost property is displayed and then unclaimed items disposed of.

## LUNCHES

Sending children to school with a healthy lunch is critical to their ability to concentrate and learn. Please do not send the children to school with items such as lollies, chocolate, chewing gum or fizzy drinks as this can have a negative effect on their learning or cause problems between children. We ask that special events are celebrated outside school hours.

We aim to be a waste-free school and encourage students to avoid packaging. We do not have outside bins and students bring home any unfinished lunch or packaging.

Sometimes children do have lunch left over. It can be useful to reduce the amount in future lunches accordingly so that the right amount is given. It can be helpful to peel or start to peel fruit and clearly indicate the difference between the food for Break 1 (main lunch) and Break 2 (snack food).

We encourage students to drink water only at school. Students may have a drink bottle in the classroom and have a drink when they need to.

## PARENT ASSISTANCE

The school is very grateful to parents who provide assistance to the school and this can be done in a variety of ways. These include;

1. **Classroom Assistance** – working alongside classroom teachers and students in the class.
2. **Te Manawa- Library and Makerspace Assistance** – This involves repairs and maintenance of books and library equipment, assisting students with library or makerspace skills, choice of books and reading to groups.
3. **Assistance with Reading and Mathematics** – some students need the help of a sympathetic person to encourage their reading or mathematics development. This is a great opportunity to deal with individual students.



4. **Transporting Students** – from time to time students may go on field trips or to sporting or musical events. Parents are invited to assist with these important activities.
5. **Skills** – You may have a particular skill or expertise in an area and wish to share this with us. Please do let us know, we value your contribution.
6. **Pedestrian Crossing** – Blockhouse Bay Road and Countdown Carpark. If you can supervise the students on patrol, 8.15 – 8.45am, 2.55-3.15pm, please add your name to our band of wonderful volunteers. Please leave your name & number at the school office. Training will be given.

## PARENTS' CARS

If your child does need to be dropped off to school, parents are asked to use the Countdown carpark as this reduces the traffic around the shops and school. Children are not allowed to cross the Countdown Carpark unless they are with an adult. The Public Library carpark can also be a very congested place to drop off or collect students.

**Parents are not to use the Staff Carpark** as this causes congestion and danger to students. Students who come to school by Gill Crescent should use the pedestrian entrance to the school **NOT** the car park entrance. Gill Crescent has child and parent access to the left of the staffroom. Please use this route or the Countdown entrance where possible.

Remember also that if you can't park on the side of the road your child is on, go across to meet them. Their excitement in seeing you may cause them to run suddenly across the road to meet you. Gilfillan Street may be the best place to park so that you may cross using the School crossing to collect your child and return via the crossing.

Please note too that parking wardens and the Police frequently patrol the area around the school and give out tickets for unlawful or dangerous parking or driving.

## PEDESTRIAN CROSSINGS

The crossing on Blockhouse Bay Road is patrolled from 8.15am until 8.45am, and from 3.00pm until 3.15pm daily and this is supervised by parents and sometimes school staff. The Countdown Carpark is patrolled from 3pm to 3.15. No child is allowed to cross the Countdown Carpark unless they are with an adult. We always need volunteers to help supervise the crossings.

We would like you to reinforce our warning to students about not accepting rides, sweets or other inducements from strangers. Where possible, students should walk home in the company of other students.

## PHOTOGRAPHER

Towards the end of each year, a photographer visits to take individual, class and group/team photographs. Parents will be advised of these times and will be able to purchase them if they wish.

## PLAYGROUND SUPERVISION

Students of all ages can play anywhere in the school. Playgrounds for particular teams are identified by Team signs. The playgrounds are supervised by duty teachers at intervals and lunchtimes. They wear bright flouro jackets for easy identification and accessibility. We also run a number of activities during lunchtime breaks to provide interest, excitement and extension to children.



## PHYSICAL EDUCATION

Students wear their normal school uniform for Physical Education. At times students may be asked to bring other clothes or shoes for particularly activities especially if it is muddy.

## REPORTING AND CHILD/PARENT/TEACHER CONFERENCES

Establishing good relationships between parents/cargivers and whānau, students, and the teacher is an essential part of a child's learning. The school organises several opportunities for everyone to meet to discuss a child's learning and other meetings can also be organised at a time that suits all parties, if required.

Children are invited to attend the meetings before school starts in January and in June so that they can learn to take responsibility for their learning. So that enough time can be allocated for each meeting, school will close early on some interview days.

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|----------------------|---|
| <b>Term 1</b> (Feb)  | Students, Parents/Caregivers and whānau are invited to attend a 'Meet the Family' meeting so that families and teachers can get to know each other before school starts and share information and priorities. |
| <b>Term 2</b> (June) | A digital report is available before Parent/Child/Teacher conferences take place the following week.  |
| <b>Term 4</b> (Dec)  | End of Year digital report.   |

## SAFETY

A number of items are routinely checked at school. Evacuation, Lockdown and Earthquake drills are carried out several times each year and these are supported by discussions in the classroom.

Road safety is stressed and this is sometimes supported by a member of the Police.

All school equipment is periodically checked, particularly in the playground areas. If an accident of any consequence does occur, the following actions are taken;

1. First Aid is administered.
2. If further medical attention could be needed, the parents/caregivers are notified.
3. A report is submitted to the Board of Trustees if trends are noted.

## SCHOOL DONATIONS

Blockhouse Bay Primary School does not ask for donations from parents.

## SCHOOL TELEPHONE AND STUDENT MOBILE PHONES

Students are not permitted to make phone calls from school. All students who bring a mobile phone to school are required to hand them in to the school office before school.



## SICK BAY- SICKNESS AND INJURY

If students become ill while at school, they will be cared for in the sick bay. If it is considered that a child should be taken home, then parents will be contacted. In extreme cases where parents cannot be contacted and when expert medical opinion is considered necessary then it will be sought.

Sometimes, students need to have special medication at school for such things as asthma and bee stings. Any medication should be in the container that it was purchased in and clearly show the required dosage and student's name on the outside of the container. No medication should be kept in a child's school bag. We have a safety cabinet for the storage of such medicines. A consent form must be filled in before any medication can be administered. Forms are available from the School Office.

## SPECIALIST SERVICES

1. **Special Education Services** – Psychology and Speech Language therapists provide services for students with severe learning, behaviour and communication problems. Parental approval is obtained in these cases.
2. **Truancy Officer** – The services of the Truancy Officer are available to help the school deal with problems such as irregular attendance and other similar problems.
3. **R.T.L.B. Service** – (Resource Teacher of Learning and Behaviour) Itinerant Teachers work within our school system on request to support students with moderate learning and/or behaviour needs.
4. **Hearing and Vision Checks** – National Audiology Technicians (Ministry of Health) visit our school at least twice a year. They test selected five year old children who have not completed the B4 school check or need a retest done. Parents will be advised if any problems were detected. Teachers or parents may request that a students' hearing or vision be examined, written permission from the parent/caregiver is required. The Hearing & Vision Consent form must be completed for the technicians to test your child. (Filled out at time of enrolment)
5. **Dental Clinic** – The School Dental Service is available free to all children from 2 ½ years of age. Enrolments may be made at the clinic situated at Blockhouse Bay Intermediate School, where the nurse would be glad to discuss any problems you may have. The clinic is open from 8.30am until 3.45pm Monday to Friday. Phone 627 0019. From time to time, a mobile dental caravan will also visit the school to check the children's teeth.

## PHYSICAL EDUCATION AND SPORT

Physical Education is a compulsory part of the curriculum and all children are expected to take part unless they have a serious medical reason why they should not. This includes taking part in the swimming programme from December to March each year.

Students are encouraged to play games during Breaktimes and the school provides equipment for the children to use.

Older students can try out for a range of different teams that will play against children from neighbouring schools.

## STATIONERY

At the end of the year Students are given an order form for Stationery, for the following year. This can be ordered online from our school supplier or parents may choose to purchase the Stationery themselves. New Entrant stationery lists will be provided at the time of enrolment.. The School office does not sell stationery and any other items you may require will need to be purchased from your local stationery shop.



## STUDENT TEACHERS

We enjoy a steady stream of Training Teachers from a range of institutions and this can add greatly to the classroom programme as well as helping to prepare future teachers for their chosen profession. All trainees are police checked and have to follow strict protocols regarding their interactions with children and families.

## SWIMMING AND FITNESS

These are important parts of the school curriculum and students must bring their togs or if they are unable to participate, a note to confirm sickness or inability to participate. Swimming instruction is to do with survival and recreation and is to be strongly encouraged. Students do not have to be able to swim in order to join in our programmes. Fitness has many spin offs benefits for the children and we expect full participation in this also.

## SWIMMING POOL

The pool functions over the summer period. For use of the pool outside school hours, keys may be hired from the school office. The Board of Trustees sets rules and conditions associated with such use of the pool. Keys are available for parents to hire in order for them to use the pool outside school hours.

## TEXTBOOKS AND RESOURCES

All textbooks and resource materials which students will require for normal school work will be provided. There are, however, occasions when students' need to purchase their own books to fill in and on these occasions, we will ask parents to buy these items.

## TOYS AT SCHOOL

There are many problems that can be caused when children bring toys to school including arguments over ownership and who is to blame if they get broken. For these reasons, we ask that parents make every effort to ensure that these items are not brought to school

## UNIFORMS

Blockhouse Bay Primary School has a compulsory school uniform and all students are always required to wear the correct uniform.

We have recently adjusted our uniform based on feedback from our school community. The changes we have made are to ensure quality as well as to reduce price for parents and whānau.

We understand that at times there may be a valid reason a child is in incorrect uniform. In this case please provide a note to the class teacher. The child then keeps the note in their pocket during the school day.

### Old Uniform Items and Old logo

- From 2020 uniform with old logo may no longer be worn
- Previously deleted uniform items such as track pants, vests and bootleg pants may not be worn.

### Uniform changes

- A new turquoise polo was introduced in 2018. The navy polo **with the new logo** is able to be worn until the end of 2025.
- A new style of shorts and long pants is being introduced during 2019 as old stock is deleted.
- The white blouse with piping is no longer available for purchase but the one with the new logo may be worn **until the end of 2025**.



## Where do I buy uniform?

All uniform is available for purchase from [www.argyleonline.co.nz](http://www.argyleonline.co.nz) Only school hats can be purchased from the school office. Office staff are able to assist with selection of sizes.

## Guidelines

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### Uniform

- Polo Shirt
- Polar Fleece
- Shorts, Skort (Summer)
- Trousers (Winter)
- Sunhat (Compulsory Terms 1&4)
- Beanie (optional)



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### Extra items for warmth

These items may be purchased from any shop and worn under the school uniform in colder months.

- Plain black top- no patterns
- Fitted leggings or tights- plain black -no patterns
- Socks – white or black - no patterns

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### Footwear

- Any shoe, sneaker or flat sandal suitable for running and playing may be worn
- No heels, jandals, gumboots, crocs, high tops, wheelies or 'flashing light' shoes are allowed

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### Hair, Jewellery and Make-up

- All hair bands, ties and clips are to be small and either white or black, no patterns
- Earrings are to be small studs- no hoops or dangling earrings
- Watches and religious items may be worn
- Plain black religious scarves may be worn
- No make-up is to be worn

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Please contact our Associate Principal, Elizabeth Crisp or School Secretary, Leanne Hems if you have any further questions

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## VALUABLE ITEMS

Examples of this include mobile phones and other electrical or digital items. These are best left at home in case they get broken or go missing. No responsibility will be taken by the school for these items.

If it is absolutely essential that a child brings a mobile phone to school, this will need to be handed in to the school office when the child arrives in the morning and collected at the end of the day. Money should not be brought to school unless specifically required for school.

## WET CLOTHING

If a child's clothing becomes wet at school there is occasionally a change of clothing available from the Sick Bay. Parents should return these items of clothing as soon as possible after they have been cleaned. In Winter, Years 0 and 1 should have a spare set of clothes in a plastic bag. We welcome contributions of second-hand clothing particularly 'bottoms' for our spare clothes' box.



## **YEAR 0/1 STUDENT SPECIAL INFORMATION**

### **Transition to School**

We look forward to working with you to support your child to make a smooth transition to school. We want the learning your child has already achieved to be able to continue at school seamlessly.

Our school has a Transition Programme to help both you and your child feel welcome and familiar with our school, the class and teacher. We are looking forward to getting to know you too.

Transition to school starts with an enrolment meeting with our Principal, Neil Robinson. Our office staff will also organise three visits for you and your child. The first visit is with other new children, their parents/caregiver and a Pohutukawa Team Leader, Megan Le Gallais. There is an opportunity for parents to talk with one another, find out about the New Entrant programme and ask questions. Your child will meet some new friends and have a chance to start to feel safe and comfortable at school. This visit is followed by two classroom visits to allow you and your child to get to know other children and your child's teacher.

We ask you make sure your child comes to all transition visits- this really helps children to settle quickly, giving them their best possible start to learning at school.

### **How to Help Prepare your Child for School**

- Be positive about school. Talk to your child about starting school and about how they will meet new friends, learn and play with other students, make things and learn to read and write.
- Visit the school grounds during weekends. Have picnics and let them play on the playground and explore.
- Encourage independence. Expect your child to do small jobs around the house and tidy up toys and clothes.
- Make sure your child can put on their shoes and do them up and to take off and put on sweatshirts by themselves
- Encourage your child to use the toilet independently and to wash his/her hands afterwards.
- Teach your child to use a tissue to blow his/her nose.
- Give your child lots of opportunities to draw with crayons and pencils. Encourage them and say "Tell me about it" rather than "What is it?"
- Read lots of books to your child and talk about them. Visit the Library.
- Play lots of board games which involve counting and matching. Let your child lose sometimes!
- Help your child to recognise their own name in print. If they want to, help them write their name only using a capital for the first letter.
- Come to all visits! We look forward to sharing your child's learning journey at school.

### **Items needed for school are: A named School Bag, Lunch Box and Drink Bottle**

Note that a separate list covers stationery requirements.

- Please Name everything!! (Lunch boxes, school bags, towels etc as well as clothing and footwear.) Labels for clothing are particularly important in the swimming season.
- Please provide a change of clothing in a plastic bag in your child's schoolbag (does not have to be school uniform)



# BLOCKHOUSE BAY PRIMARY SCHOOL



**Blockhouse Bay**  
Primary School

*We Seek - We Strive - We Soar*