Welcome
Haere Mai
Bien Venue
to
BIRKDALE NORTH SCHOOL
Haere mai Nau mai Whakatau mai

2025

213 BIRKDALE ROAD, AUCKLAND 0626 Ph:09 483-8674 Mob: 027 814 0340
office@birkdalenorth.school.nz www.birkdalenorth.school.nz

BIRKDALE NORTH SCHOOL opened in 1965.

Birkdale North School

Birkdale North School aims to provide an optimal learning environment that prepares students to be independent, confident, lifelong learners.

OUR VISION

Proud, unique individuals, who are creative, passionate, and critical learners

Our School Values:

We are a Positive Behaviours for Learning, PB4L, school.

Respect and Aroha are two of our overarching values. Our other school values are: - Manaaki, Integrity, Whakakotahi, Perseverance, Manawanui, and Empathy.

Respect I am respectful to myself, my whanau, my peers, my teachers, and my community.	**Aroha** I am compassionate and show empathy. I am kind, thoughtful and charitable to my peers, my teachers, and my community.
Manaaki	**Integrity**
Whakakotahi	**Perseverance**
Manawanui	**Empathy**

At Birkdale North School your child is at the heart of our decision making. We really care about their needs and aim to help them achieve success in all areas: academically, physically, artistically, socially, and emotionally. We believe wholeheartedly in working together with you to help your child to be the best they can be.

Our Vision is for our students to become, "Proud, unique individuals, who are ***creative, passionate and critical learners***". This is supported by the first goal in our Strategic Plan 2022 – 2024, which is for students to show independence and ownership of their learning. From when students start at BNS we will provide many opportunities for this to happen. Learning is made explicit so that children are fully aware of what they are expected to be learning about and how they will know they have achieved this.

At Birkdale North School children will participate in Literacy and Mathematics learning. Being literate allows your child access to the understanding, knowledge, and skills they need to fully participate in society. We teach the Key Competencies woven through all curriculum areas. Key Competencies are capabilities for living and lifelong learning. Your child will work with their teacher to develop these competencies.

Learning in Health & PE, Social Science, Technology, and The Arts is integrated through our Inquiry Learning, sometimes referred to as Concept Learning. Concepts are developed to help students to link and connect learning across a number of curriculum areas.

We look forward to developing a learning relationship with you and your child because together we can achieve more.

DESCRIPTION OF THE SCHOOL'S COMMUNITY -

The Community is served by one contributing primary school, Birkdale North, two private day cares, a geriatric hospital, an industrial area, and a small block of shops. There is one small Reserve but there are no parks or recreation facilities in the school's immediate area.

The surrounding Birkenhead district has well established parks and reserves, sporting facilities, community houses and youth groups. Bush walks, and tidal inlets are within walking distance of the school.

We are fortunate to be part of a multicultural community which is comprised of a broad range of age groups from young families to pensioners.

Ethnic groupings are 14% Pasifika, 29% New Zealand European, 23% Māori, 11% Other European, 17% Asian, and 6% Other Ethnicities.

These are approximations based on April 2022 data.

STAFF FOR 2025

Principal	Janette McDonald
Deputy Principal	Anne-Marie Wrightson
Assistant Principal	Sarah King

Teachers:

Sineaya Harknett	Year 4/5/6	Room 5
Brenda Vosper	Year 4/5/6	Room 6
Ania Sbai	Year 4/5/6 EDN	Room 7
Caroline Sailhan	Year 1/2/3 EDN	Room 9
Sweta Lata	NE/Year 1/2	Room 10
Karen de Villers	Year 2/3	Room 11

Support Staff:

Eva Whyte	Teacher Aide
Charlotte Deleporte	Teacher Aide
Marion Hampton	Office Administrator
Taryn Waddel	Office Assistant/Library
Deane Wiki	Caretaker

BOARD OF TRUSTEES

Presiding Member:	Alan Curtis
Members:	Matt Elliott Liz Tay Tania McBeth-Stanton Robin Sharrock Pierre Colin
Staff Trustee:	Anne-Marie Wrightson
Principal:	Jan McDonald

The Board, elected by the school's community for three years, are responsible for the governance of the school including -

* Attending to maintenance decisions for buildings and equipment,

* Appointment of staff and staff development,

* Management of finance supplied by the Ministry of Education

2025 term dates – *(please also note the Public Holidays and Teacher Only Days)*

Term 1	7th February – 11th April
Term 2	28th April - 27th June
Term 3	14th July – 19th September
Term 4	6th October – 19th December

Public Holidays – school closed

Waitangi Day	Thursday 6th February
Good Friday	Friday 18th April
Easter Monday	Monday 21st April
Easter Tuesday	Tuesday 22nd April
Anzac Day	Friday 25th April
King's Birthday	Monday 2nd June
Matariki	Friday 20th June
Labour Day	Monday 27th October

Teacher Only Days – No students attending school

Term 1:	Tuesday 4th February
	Wednesday 5th February

SCHOOL HOURS

Class begins each day at 8.55am **Children need to be at school ready to begin the daily programme**. Children should not be at school before 8.30am (unless by prior arrangement.)

Road Patrol comes off duty at 8.50am. Please make sure that if your child uses the crossing they are here by then, or you will need to cross them safely.
When Covid restrictions are in place the Road Patrol with students is suspended, also the bell times and finish times are altered to mitigate risk. Junior and Senior classes have different playtimes and lunch times. The end of day procedures involves a staggered finish with the first group of students leaving at 2:40pm. Please ask at the Office if there you have questions.

During Normal Times School finishes at 3.00pm each day unless a written notice advises otherwise.

Brain food/fitness break: 10.00am - 10.10am (depends on class)
Interval time: 11.00am - 11.30am
Lunch: 1.00pm - 1.50pm

No child will be permitted to leave the school grounds during school hours unless the school is contacted.

ASSEMBLIES –
During Covid 19 restrictions our School Assemblies do not take place.

Normally a whole school assembly will be held every Monday morning, 9.00am to 9.30am. The Junior Syndicate assembly and the Senior Syndicate assembly will be held separately on Fridays, (11.40am and 12.15pm). All are welcome, subject to the Ministry of Education guidelines. School newsletters will outline the current protocols.

ATTENDANCE - When children are absent through illness, please inform the school. Contact the school by phone, text or through **SchoolAppsNZ** on the first morning of absence. If no notification is received, we will attempt to phone/ text you at home or at your place of work. **A note or medical certificate needs to be sent when they return to school.** This should be signed by a parent/caregiver. Teachers are required to keep such notes until the end of each year. School office – 09 483 8674, School Mobile – 027 814 0340. Absences can also be registered through the school website.

Please have your child travel to and from school using the same route in case we need to retrace their steps. Children should leave school promptly at 3.00pm. No child should be on the school grounds after 3.10pm unless the school has been informed, or they are participating in an afterschool programme.

Parents are asked to remind their children about the risk they take in accepting gifts, money or rides from strangers.

OUT OF SCHOOL CARE – is located the school hall and run by the Y, (YMCA). For more information, visit their website ymcanorth.org.nz
Currently, (October 2023) there is only after school care at Birkdale North.

BOARD MINUTES - Board of Trustees meeting Minutes are available on the school website. Board Meetings are usually held twice a term.

BUILDING AND EQUIPMENT CARE - The school is a community asset. Damage and vandalism cost the community through the School's Bulk Operations Grant. Money not spent on removing graffiti or on minor repairs can be spent on books or other equipment.

Please phone the police if you see something suspicious or contact the school during daytime.
If children are responsible for wilful damage to buildings, equipment, and / or books at school their parents will be involved in the restitution of the damage. When genuine accidents occur, the school will make repairs.

CHILD HEALTH - It is important that parents make a decision about their children's protection against polio, tetanus, diphtheria, whooping cough, measles, mumps, rubella & Covid19. If you are unsure about your child's protection, please contact your child's doctor. All immunisations are free. The Ministry now requires us to keep a record of children who turn 5 who have been immunised. Your doctor will be able to provide you with an Immunisation Certificate if you do not have one.

Te Whatu Ora tests children at school for hearing and vision problems and provides a Public Health Nurse for the school. If you believe your child has a problem, please let us know. We can arrange for the Public Health Nurse to contact you.

Sick children are not able to stay at school. We have limited space to deal with accidents and illness, which occur at school. It is very important for your child to stay home if you have been contacted by the Ministry of Health or if you know they could have Covid 19 symptoms or are a close contact of a positive Covid case. If your child is unwell school is not the place for them to be. It is vital that we can contact you if your child has a serious accident or becomes unwell.

Please keep us informed of your work number(s) or a friend/ relative whom you would have us contact in this situation. Should these numbers change please let us know as soon as possible.

CONCERNS - If something occurs at school that concerns your child and you, the following action by you is recommended -

1. Talk with the staff member concerned,
2. If necessary, talk with the Principal,
3. If necessary, put your concern in writing to the Board of Trustees c/o the school address.

The co-operation and goodwill that is evident at Birkdale North School is important.
We will always do our best to solve problems, and this is made easier

with a direct and early approach.

CULTURAL ACTIVITIES – Our school has a Kapa Haka Group.

DENTAL THERAPIST - The contact phone number is 09 444 6160. We will advise you in the School Newsletter when the Therapist will be examining the children from our school.

DONATIONS - There is no school donation requested, as the Board of Trustees has chosen to continue with the government donation scheme this year.

DRESS - There is no uniform, however for health reasons and ease of movement in fitness and Physical Education lessons, the following is recommended -

Boys: shorts and a shirt/ T-shirt with jersey or sweatshirt as needed.
In the winter track suit pants or long pants, or similar.

Girls: shorts/ dress/ skirt, shirt/ T-shirt with a jersey or sweatshirt, as needed. In the winter, as above.
Jeans are not suitable for sporting activities.

School sports uniform will be provided for school and inter-school sport. A change of clothing is advisable at lunch times if children are participating in active sport.

Clothing Messages/ Slogans **-** Please be mindful of the messages on some clothing, and the influence of these on students. Offensive and inappropriate clothing will not be permitted.

Naming belongings -Please name your child's clothing, hats, school bag, drink bottle and lunch box to avoid lost items.

HATS - ARE NEEDED AND SUNSCREEN IS RECOMMENDED.
Hats must be worn during **Term 1** and **Term 4**. Please ensure your child leaves home with their hat each day during these terms.

Lost Property will be displayed regularly for children to retrieve. Named clothing is much easier to return, and we ask that you name your child's belongings, hat, and clothes.

EDUCATIONAL TRIPS/ PERFORMANCES - The value to children of educational visits shared with other children is well recognised. Teachers arrange suitable educational trips and appropriate performances at school during the year. These are always quality performances and are designed to enhance our classroom programmes.

ENROLMENT OF NEW ENTRANTS - Around six weeks prior to your child's fifth birthday you are encouraged to visit school, meet the principal, and arrange pre-enrolment visits for you and your child. This helps ease your child into a new environment in a positive manner. (Earlier enrolments are permitted but students do not start until they are 5 years old.)

Upon enrolment you need to bring your child's Birth Certificate (as the Ministry of Education requires the school to hold a copy on file), immunisation record, proof of address and complete the enrolment forms by the time your child turns five and starts school. Any special needs your child has must be advised as soon as possible so preparation can be made.

EXTRA ACTIVITIES - The school offers a range of extra-curricular activities to our children to give them a variety of experiences and to allow them to develop fully as individuals.

Sports:
Our P.E. and sports programme include inter-school cross country, swimming, hockey, athletics, netball, rippa rugby, rugby league and twilight soccer.
All children are given the opportunity to develop skills in a range of different sporting areas. Some of these sports are dependent on parent/ caregiver support.

Choir:
When possible, our choir participates in either the APPA Music Festival or the World Vision Festival each year.

EOTC (Education Outside the Classroom):
There will be a camp for the Year 5 and 6 children. This will be at Shakespeare Lodge, Whangaparaoa. We rely on parent and whanau support for this programme.

The **Birkdale North Music Centre** operates at the school on Saturday mornings. The Supervisor is Zoe Tsai, who can be contacted on

info@birkdalenorthmusic.school.nz. This is an opportunity for very reasonably priced tuition for children. Currently the Music Centre is not operating due to Covid 19 restrictions.

GROUNDS - The school grounds can be used for children to play in outside of school hours, provided they are respected, and it is not a lockdown situation. However, it must be understood that the staff and Board of Trustees are not responsible for your children at these times.

Vandalism costs the school community, so please report any unsatisfactory behaviour witnessed to the police.

Playing should be away from buildings and with care for personal safety and the school grounds and equipment.

Community use of the grounds is encouraged after consultation with the Board of Trustees. We have an agreement form which sets out responsibilities and conditions of use.

HOMEWORK – Expectations for homework at Birkdale North School are that it is age appropriate, manageable for students, and directly linked to their learning in class. We expect that students will practise reading at home every day during the week. Teachers may ask students to practise other things such as basic facts for Maths, relevant spelling words, or work on small projects related to their class inquiry at home, depending on their class level

Reading - Every night some reading should be done, either by the child on their own or shared with a family member. (At all year levels)

Maths - Addition, subtraction, multiplication, and division facts can be revised at home as appropriate to the child's learning level. There are many everyday math activities you can do at home as you use Maths for making things, shopping, saving etc. Calculators should be used, as well as estimation and rounding off quantities.

LUNCHES – children need to bring their lunch every day. If your child requires a hot lunch, we recommend this be made up at home and put into a vacuum flask. Unfortunately, we cannot prepare hot lunches for children due to health and safety reasons.

NEWSLETTERS - Newsletters are emailed out on a regular basis. Please e-mail office@birkdalenorth.school.nz to make sure you are placed on the circulation list.
Important information is communicated to you by these newsletters. Newsletters are also placed on our website www.birkdalenorth.school.nz and on SchoolApsNZ, along with other information about the school.

OFFICE HOURS - The School office is open from 8.00am until 3.30pm. Monday to Friday during the school terms.

The school telephones are charged at business rates, and we therefore prefer children not to use the phone except when absolutely necessary.

Students are not to bring cell phones to school. If there is a need for them to have a phone it must be handed in to the office for safe keeping.

The school has an excellent colour copier which can photocopy up to size A3 paper. It can enlarge or reduce print. We will photocopy for parents at a very moderate cost. Some people find this useful for getting copies of articles, recipes, patterns, letters, wills, documents, birth certificates etc. We also have a laminator which will take up to A3 size paper.

PARENT CODE OF CONDUCT – **CODE OF CONDUCT** for parents, caregivers, visitors.

Birkdale North School is committed to providing a safe and healthy environment for students, staff, and visitors.

Our Code of Conduct serves as a reminder to all parents, caregivers, and school visitors that their conduct must support everyone's emotional and physical well-being, and not harm it in any way. The school's board has set this Code of Conduct as a condition of entry.

The Code of Conduct applies:

- to all conduct, speech, and action, and includes emails, texts, phone calls, social media, or other communication
- while on school grounds or at another venue where students and/or staff are assembled for school purposes (such as a camp or sports match)

Standards of conduct:
Birkdale North School expects parents, caregivers, and visitors to:

- treat everyone with respect
- work together in partnership with staff for the benefit of students
- respect and adhere to our school values
- set a good example for students at all times
- follow school procedures to handle any complaints
  adhere to school policies and procedures (such as those listed below), and any legal requirements……

For the full document please go to the SchoolDocs website, www.schooldocs.co.nz/ login details are 2 paragraphs below, under **POLICIES / PROCEDURES,** then search Parent Code of Conduct.

PARENT COMMITTEE GROUP - Contact the office if you can help, or contact the Friends and Whanau of Birkdale North School directly via email pta@birkdalenorth.school.nz

PARENT HELPERS - We receive valuable help from our parents who assist in many ways at school - sport, library, trips, School Camp. Travel Wise, resource maintenance, craft activities, reading (literacy aid) etc. If you have other suggestions for ways you can help, please contact the school.

All parent helpers will need to show their covid19 vaccine passport. Those parent helpers attending on a more regular basis or staying overnight at camp must also pass a police vet process.

POLICIES/ PROCEDURES - Available on School docs, follow the link www.schooldocs.co.nz/ search for “Birkdale North School" from the top right hand corner. Login details: Username: birkdalenorth, Password: BNS (case sensitive).

POSITIVE BEHAVIOUR FOR LEARNING - Our School uses the Positive Behaviour for Learning approach to support students in learning how to manage their behaviour in a range of situations across the school. Teachers actively teach the expected behaviours in the school context in age-appropriate ways.

Specific praise is given when students show they are making good choices and following the school values. Logical consequences are applied to any lapses in behaviour and students are given support, so they learn to make better choices. There are processes followed for students who need additional support to manage their behaviour.

Any major incidents are dealt with directly by the Principal or senior staff and parents are informed.

Parents should not feel isolated when their child/ or children's behaviour is causing unreasonable problems at home. We can help in a variety of ways if we know there is a need. Some of the help can involve agencies/ or people outside school. A problem shared is often one way to put it in perspective.

PRE-SCHOOL FACILITIES – Attendance at pre-school institutions can provide a very valuable head start to schooling.

The Birkdale Kindergarten, phone 483-8706, Birkdale Community Creche phone 483-9149, Beachhaven Community Creche phone 483-9942, Lancaster Learning Centre phone 483-6645, Nurserydale phone 483-8273, Koru Early Learning Centre phone 482-0840 and Samoan Language Nest phone 482-0310 will welcome your enquiries and be able to go over the many benefits preschool children get from attending these facilities.

PRIVACY ACT - Birkdale North School undertakes to collect, update, use, store, disclose and exchange personal information in accordance with the Privacy Act 1993.

PROGRAMME - What is taught at Birkdale North is based on the National Curriculum Guidelines. These are supported by Teachers' Handbooks and other documents. The school's programme puts emphasis on -

Literacy: - Speaking, Listening, Reading, Written Language, Visual Language, and,

Mathematics and Statistics: Understanding Numbers, developing Number Sense, using strategies to solve problems, Reasoning, Algebra, Geometry and measurement, Statistics, and probability.

This programme is delivered by way of an integrated curriculum based on four concepts per year. All curriculum areas are connected through the concepts. Science, Health, PE, Social Sciences, The Arts, Technology, Literacy, and Mathematics.
We continue developing Inquiry Learning where students are heavily involved in using learning connections in all curriculum areas to

investigate issues that are relevant to them. The use of information gathering, and processing skills (thinking skills) are planned and taught as part of the students learning “tool kit”.

Teaching the Key Competencies and school Values is woven throughout the curriculum teaching and learning.

READING RECOVERY - The school operates an excellent Reading Recovery programme for students who meet the criteria. A small number of children per day are given additional opportunities to make focussed progress in reading. This is for students aged between 6 and 7 years old. Change is often very rapid during the programme, which last for 12 to 20 weeks. Most students are achieving within average class levels when they complete the programme.

REPORTING TO PARENTS/CAREGIVERS – Teachers are available to discuss your child’s learning at any time. Please refer to the calendar on our website for the updated planned reporting times.

Parents/caregivers are welcome to discuss their children’s progress at any stage of the year. Please let your child’s teacher know so an appointment can be made.

ROAD PATROL/TRAFFIC SAFETY - Two students at a time and a teacher or trained parent volunteer, our Caretaker operate signs on the pedestrian crossing outside school from 8.30am - 8.50am and 3.00pm - 3.15pm. If you are available to help with this task, please contact the school.
Parking is very limited near the school entrance. There are a very small number of P2 spaces near the school entrance. The P2 sign means drop off or pick-up only. This is not a place to park your vehicle and walk away.
If you are at school on business other than dropping off or picking up your child and you need to park in the grounds, please be careful of children walking to or from school near the car park and entrance way.

Parents and children who have disabilities and need vehicle access into the school will be able to use the school car park.

Please note - At this time the church car park is unavailable to the public, we will update our school community if this changes. (February 2022)

SchoolAppsNZ – We recommend you download this app onto your phone. This is our main source of messaging to our school community.

SHIFTING? - If you are leaving the area or changing your child to another school, please let us know. Early notification of your child's departure means we can give you a report to take to the new school which will enable your child to get placed at the right level. If you are leaving in the holidays, leave us a note telling us which school your child is going to, so we can pass on any relevant data.

SPECIAL NEEDS PROGRAMMES - A proportion of the school funds are put into these programmes to ensure that all children who need assistance are catered for as resources allow. We will discuss with you any extra support your child may need before putting this in place.

SPECIALIST EDUCATION SERVICES - Group Special Education (GSE) Ministry of Education, is responsible for providing psychologists who are able to assess and offer suggestions for assisting pupils needing additional help. This may be needed when behaviour or learning difficulties are considerable whether at school or home or both.

We will always need your consent before proceeding with any observations and assessments done by the psychologist. The results of tests and action recommended will be discussed with you, so you are kept fully involved.

The Resource Teachers Learning and Behaviour Unit covers 10 schools in Birkdale-Birkenhead assisting with observations, assessments, behavioural programmes and educational programmes for individual pupils. The school makes referrals for assistance and parents/caregivers are involved in this process and the outcomes from the RTLB's intervention.

We also have access to Learning Support Teachers who work with children needing ongoing support for learning needs. Unfortunately, this is a very restricted resource.

STATIONERY - Stationery lists are available on the school website. All stationery should be named when purchased.

SWIMMING

Swimming is part of the physical education programme.
A note is necessary if illness prevents a child from swimming.
Please ensure children come to school during the swimming season with clean togs and towels each day. Children with long hair need a hair tie or cap. Children receive daily instruction.
(Currently the school pool is not in use, due to the building work at school. The pool will be reopened as soon as possible.)

SWIS – We are lucky to have the services of a social worker in school who will counsel children and families who need help for social, behavioural and relationship difficulties. Please inquire at reception.

TRAVELWISE - This is a road safety programme sponsored by Auckland Transport. The Travel Plan aims to reduce congestion at the school gate by encouraging children to walk to and from school.

VALUABLES - Please discourage your child from bringing - jewellery, toys, cell phones/ electronic equipment/ games radios, money other than when this is specifically requested.

When money is sent to school it should be in a sealed envelope/bag with the child's name, room and purpose for the money recorded on the envelope/bag.

VISITORS - All visitors must scan the covid19 tracer app, call at the office first and sign in on the VisTab. This is for your children's safety, so if friends/ relatives are calling to school ask them to come to the office.

WALKING SCHOOL BUS - We are currently looking for parents to be drivers for the WSB routes. If you are able to help or your child is interested in joining the Walking School Bus, contact the office.

WELFARE OF OUR CHILDREN - Parents are encouraged to discuss any changes or events that impact on the family as soon as possible; e.g. custody issues; deaths; moving house; or just a bad morning.

Children can be affected in ways that may not be obvious to parents and this can interfere with their learning.

Discussion will be kept confidential between parents, Principal and class teacher and every support will be given to the child for as long as necessary.

COVID19 - This has created a fluid and changing environment. The main focus is the safety of students and staff and the continuity of our children's learning.
Some of the items listed above may not happen or may look slightly different, depending on the alert/traffic light level we are at.

Communication is sent out regularly regarding the changing protocols and procedures under the different alert/traffic light levels. This is mostly via email, so it is very important that we have your correct and current contact details on file.