Anchorage Park SCHOOL

integrity • unity • courage

A-Z Parent Information Book

Kia pono, kia māia, kia whakakotahi ai tātou.
Let us be honest, let us be brave, so we can all unite.

16 Swan Crescent
Pakuranga
Phone 09 5769175
Email: office@anchoragepark.school.nz
www.anchoragepark.school.nz

WELCOME TO ANCHORAGE PARK SCHOOL
Nau mai haere mai

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

Features of our school include:

- A strong focus on literacy and numeracy
- Learning support and extension programmes
- Caring, dedicated and professional staff
- High expectations for achievement and behaviour
- Environmental sustainability
- Devices in all classrooms
- Well resourced library
- Variety of sports and cultural activities
- Solar heated swimming pool
- A hall for drama, music, sports and assemblies
- Adventure playground facilities
- Before and After School Care programme

General Information (A-Z)

ASSEMBLIES

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

ATTENDANCE / ABSENCES

Every day counts towards your child's learning at school. Attending school gives your child the best opportunity to realise their full potential and do well in life.

Parents are legally required to enrol their children and make sure they attend school every day.

- Parents play a big role in helping their children do well in school. You can do this by making sure your child goes to school every day and letting the school know if they're sick.
- If your child is unable to attend school you must let the school know the reason why.
- Family holidays or taking time off for extracurricular activities are not acceptable reasons for being absent.

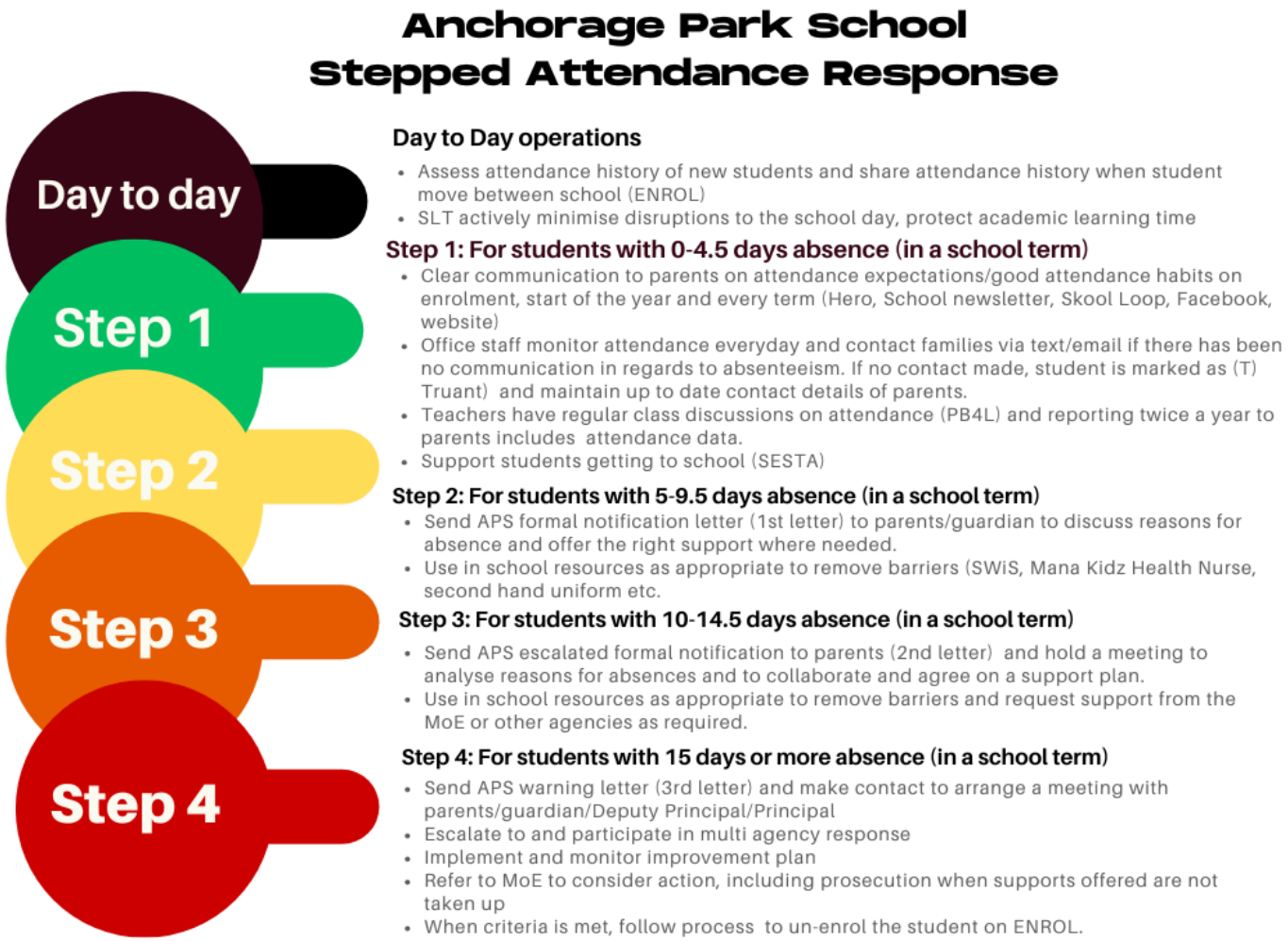
<u>It is essential we are informed everyday when your child is absent from school.</u> Please phone the school (576 9175) any time leaving a message on the absentee line. You can also notify us through our website or school apps (Hero or Skool Loop). Please be clear in stating your child's name, room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

Please notify us in advance if your child is required to leave school at any time during the day, e.g. to attend a doctor's or dental appointment. Especially if you need to pick them up during the lunch break time (1.00 - 1.50pm), as it can take time to locate children in the playground during this time and might delay getting to your appointment.

Regular attendance is vital for your child's learning and wellbeing, so please let the school know as soon as possible if your child is going to be absent or late.

To help us accurately record student attendance, schools use specific Ministry of Education attendance codes.

- **L** means *Late* - your child arrived after the bell
- **J** means *Justified absence* - for example, illness, medical appointments, or family reasons that have been explained to the school
- **E** means *Explained but unjustified absence* - where a reason has been provided, but it does not meet Ministry guidelines for a justified absence (such as taking a day off for non-essential reasons)
- **T** means *Unjustified absence* - when no explanation has been given



BEFORE AND AFTER SCHOOL CARE

"Kowhai Kids Club" offers before and after school care from 7am to 8.30am for before school care and from 3pm to 6pm for after school care. Please contact Kowhai Kids Club if you need further information. Website: www.kowhaikidsclub.co.nz Phone: 0800 552 582 / 027 783 1826. Email: info@kowhaikidsclub.co.nz

BICYCLES

Children are not encouraged to bring bicycles/skateboards/scooters to school during the school term except on special days like 'wheels day'.

CHILDREN'S PERSONAL PROPERTY

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

CONCERNS

You are welcome to contact the school at any time if you have concerns about your child. If you do have any requests, questions or issues that need raising, your first point of contact is your child's teacher. Teachers are available in the mornings for a quick catch up. Please be aware that they are in meetings after school on Mondays and Wednesdays. Alternatively, you can email them by using their first name and first letter of their surname @anchoragepark.school.nz or you can contact the office (09 576 9175) or email (office@anchoragepark.school.nz)

DENTAL TREATMENT

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

ENROLMENTS

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

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

Enrolment Formalities for Children Turning 5:

At least 8 weeks prior to your child turning 5, we need you to:

- Complete an enrolment form
- Your child's birth certificate or passport.
- Your child's residency/visa documentation.
- Proof of address (required for In-Zone applications) – tenancy agreement, power bill, water bill or council rates bill.
- stationery can be purchased from Warehouse Stationery, in-store or online https://www.warehousestationery.co.nz.
- purchase school uniform items from the school office (shop is closed on Thursdays).

EDUCATIONAL TRIPS

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

FACEBOOK

Anchorage Park School has a Facebook page which we use to update parents on what is happening in and around school. PLEASE NOTE: we do not use the messenger part of Facebook and this is not checked on a regular basis.

FIRE / EARTHQUAKE/LOCKDOWN DRILLS

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

FIRST AID & MEDICATION

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

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

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

GETTING READY FOR SCHOOL FOR 5 YEAR OLDS

We focus on learning social as well as academic outcomes, skills and attributes. In order to set your child up for success, try practicing the following skills at home.

Social skills

- Taking turns and sharing when playing games e.g. “my turn…….your turn”
- Following 1-2 simple instructions at a time
- Taking part in everyday experiences e.g. getting items from supermarket shelves, reading letterbox numbers when walking in your community
- Participate in conversations with family/whānau and friends, ask for a response e.g. what do you think?
- Identify different types of emotions and. talk about how they are feeling e.g. I am happy, sad, tired, angry because…….
- Build resilience

Grow independence

- Encourage your child to look after, and out away, their own belongings e.g. toys, clothing etc.
- Getting dressed by themselves and putting their shoes on
- Know how to use playground equipment safely e.g. a safe grip for the monkey bars, going down slides correctly etc.

Show readiness to learn

- Know how to write their own name (or attempting to write some of the letters in their name)
- Know the letter names of the alphabet
- Can count 1-10
- Know some shapes and colours
- Hold a pencil correctly
- Use scissors correctly and safely

HEAD LICE (NITS)

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

HEARING & VISION TESTING

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

HOME LEARNING

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

Teachers:

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

LEARNING ASSISTANCE

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

LIBRARY

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

LUNCHES

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

LUNCH EATING ARRANGEMENTS

- Teachers supervise children eating their lunch from 1.00 - 1.15pm.
- Children who have not finished at this time are encouraged to continue eating until they have finished.
- Please ensure your child's lunch box is named and their water bottle is in an unbreakable, named container.

PARENT HELPERS

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

Please let us know if you or your extended family have special skills/interests which could be useful in our classroom programmes as we value being able to draw on expertise from within our school's community.

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

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

PARKING

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

PARENT TEACHER ASSOCIATION (PTA)

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

- Fundraising
- Liaison with the community

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

POLICY AND PROCEDURES

Anchorage Park School uses SchoolDocs to host the school's policies. SchoolDocs provides a comprehensive core set of policies and procedures that are tailored to the needs of Anchorage Park School. SchoolDocs updates, modifies and creates policies in response to changes in legislation or Ministry guidelines, significant events, reviews/requests from schools and regular reviews. Policies and procedures are updated systematically on a regular review cycle. Our various policy and procedure documents are available to view via SchoolDocs.

Go to https://www.schooldocs.co.nz/
Username: anchoragepark
Password: swan2010

PRIZEGIVING

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

MANA KIDZ HEALTH SERVICES

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

REPORTING TO PARENTS

Written reports are mid year and end of year. Learning conferences are held throughout the year to allow time for students, parents and teachers to discuss learning progress. Parents are welcome to contact the school at other times if they have any concerns or questions.

ROAD SAFETY - TIRAUMEA DRIVE

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

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

SAFETY: (***Access to children***)

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

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

SCHOOL COMMUNITY AND CONDUCT EXPECTATIONS

Anchorage Park School is committed to providing a physically and emotionally safe place for all students and staff and takes all reasonable steps to eliminate racism, stigma, bullying, and any other forms of discrimination within the school (Education and Training Act 2020, s 127).

Conduct expectations

At Anchorage Park School, school-related activities and events, and in all communications, we expect members of the school community to:

- comply with New Zealand legislation and regulations
- follow any reasonable requests or instructions from the school
- treat school staff and other members of the school community with respect
- support student learning
- take reasonable care of their own health and safety
- take reasonable care that their behaviour does not negatively affect the health and
- safety of others
- follow relevant school policies and procedures, including but not limited to:
- supporting our inclusive school culture and school values
- respecting the privacy of others (e.g. sharing images)
- using digital technology and social media safely and responsibly
- complying with school expectations about smoking, vaping, and using
- alcohol, drugs, and other harmful substances
- protecting school property and resources.

SCHOOL DONATIONS

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

SCHOOL VALUES

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

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

SCHOOL APPS

There are two school apps to download.

HERO:

Hero is our online sharing platform parent app. Hero allows us to view and share content anytime, anywhere on any device. The software is secure, easy to use and brings together all school-related information in one place. With Hero, you can:

- Read and comment on posts relating to your child's learning.
- View information on your child's progress and goals.
- Read and comment on school notices sent to the class or groups your child is part of.
- Respond to school notices such as surveys and trip permission requests.
- View school term dates.
- View a school calendar of events.
- Notify the school if your child is absent or late.
- Book your school interviews.
- Navigate to the school web page.
- Customise your account by adding a profile image.
- Select how you wish to receive notifications.

For information about Hero including how to log in, go to the Hero website (https://our-hero.com/parent-guide) or come to the school office before school and we will assist you with logging in.

SKOOL LOOP:

Another school app we use is called *Skool Loop*. This is how we communicate any school information to parents in a quick and accessible manner including events, notices, instant school messages, reporting an absence and newsletters. It is simple, and free to download in the Play Store and App Store search "Skool Loop NZ" and choose our school once installed.

SMOKE/VAPING FREE

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

SOCIAL WORKER

We have a social worker for our school and she is employed by the Anglican Trust for Women and Children (ATWC). The social worker is in school one day every week however, appointments can be arranged if needed on other days. Please contact the office on 576 9175 or email office@anchoragepark.school.nz to be put in contact with our social worker.

The social worker in schools (SWiS0 can support for families with:

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

- Care and protection concerns

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

Who can refer / access this support?

- Children or parents
- Other family members
- The school
- Other community agencies
- Members of the community

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

STAFF LIST

Principal:	Tracy Leader
Deputy Principal:	Joanne McCreanor

Teachers:

Ms Kristy Benjamin	Room 9	Year 1 & 2
Miss June Kim	Room 7	Year 2 & 3
Mrs Nicole Grant	Room 6	Year 3 & 4
Miss Laura Seaman	Room 4	Year 4 & 5
Miss Divya Goundar	Room 3	Year 5 & 6
Mr Lewis Anderson		

Support Staff:

Mrs Susan Jones	Office Administrator
Mrs Ashley Zhou	Administration Assistant
Mrs Avo Pita	Learning Assistant
Mrs Trish O'Shea	Learning Assistant
Mrs Fisi Patterson	Learning Assistant
Mrs Letitia Keizer	Learning Assistant

STATIONERY

We are excited to have teamed up with the heroes at Warehouse Stationery for our stationery requirements, helping make stationery ordering a breeze by seamlessly integrating with the Hero App! You will now see the 'Order Stationery' icon on the main landing page of your Hero App. This will direct you straight to your child's school stationery list, through which an order can be placed. You can also purchase from in-store if you choose to do so. During the year, stationery can be purchased from Warehouse Stationery.

SUNHATS

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

SWIMMING

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

THE SCHOOL BOARD

The Board meets every month in the school staffroom. Parents may attend these meetings as a visitor.

Presiding Member	Darshana Shivasni Chaudhary
Parent Rep	Darshana Shivasni Chaudhary

Parent Rep	Jordan James
Parent Rep	David Keyworth
Parent Rep	Jessica Anne Waru
Parent Rep	Danielle Sharp
Financial Consultant	Rachael Kouka
Staff Representative	Jo McCreanor
Principal	Tracy Leader

THE SCHOOL DAY

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

Please ensure your child leaves home with enough time to get to school between 8.30am and 8.55am. GATES ARE UNLOCKED AT 8:30AM and then relocked at 9:15am for the rest of the day. GATES WILL BE UNLOCKED AGAIN AT 2:45PM.
Children **ARE NOT** permitted to leave the school grounds during school hours. Parents/caregiver must come to the school office to collect the child and sign them out at the office so that all concerned are advised of the child's whereabouts. If he/she returns back to school later in the day, the child is to report to the office to sign in.

TRANSITION TO SCHOOL VISITS FOR 5 YEAR OLDS

We strongly recommend you book a **minimum** of 2 transition to school visits before your child's 5th birthday.
These visits are free and are held every fortnight on a Wednesday morning from 10:00am to 11:00 am. This enables you and your child to meet the teacher and see what the class looks like, feels like and sounds like before your child's first day of school. While visiting, you and your child will be encouraged to take part in the class activities so that you become familiar with the environment and can ask any questions you may have.

Please contact the school office either by email: office@anchoragepark.school.nz, or phone: 09 576 9175 to make arrangements. **Please note the parent/caregiver must stay with the child during these visits.**

UNIFORMS

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

UNIFORM DRESS CODE

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

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

The school uniform is:

- short sleeved maroon polo shirt with school logo and/or long sleeved maroon polo shirt with school logo (both of which can be purchased from the school)
- maroon sweatshirt with school logo (purchased from the school)
- navy polar fleece jacket with maroon inner collar with school logo (purchased from the school)

- navy wide brimmed hats (purchased from the school for Terms 1 and 4)
- black leather lace up or velcro fastened shoes worn with plain navy or black ankle socks or black sandals
- BOTH GIRLS AND BOYS navy trackpants or navy drill shorts with 2 hip pockets only, no visible labels (purchased from the school or another retailer)
- GIRLS navy culottes/skorts for girls (purchased from school or another retailer) black or navy tights (for Terms 2 and 3 only).
- Wristwatches are allowed
- Medical alert bracelets may be worn by students with identified medical conditions
- Students with pierced ears may wear one small, plain, silver or gold stud in each ear lobe.

The following items are not permitted

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

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

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

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