NEW WINDSOR SCHOOL
Be the best you can be



NEW WINDSOR SCHOOL

EST 1957

Parent Information Pack

We wish you a warm welcome and hope that you will quickly feel a part of our school community



185 New Windsor Road, New Windsor, Auckland, 0600 | Phone: (09) 628 8001
Email: office@newwindsor.school.nz | Website: www.newwindsor.school.nz

CONTENTS

SCHOOL ORGANISATION 6
- NEW WINDSOR SCHOOL - A BIT ABOUT US 6
- COMPOSITE CLASSES 7
- CLASS PLACEMENTS

TE WHĀNAU PUĀWAITANGA (TWP) 7
- Core Values 8
- History 8
- Nga Akomanga 8
- What is Bilingual Education? 8
- Wawata 8
- Kapa Haka 8
- Introducing our Kaiako 9

SENCO ROLE 9

THE NEW WINDSOR WAY - LANGUAGE OF LEARNING 10
- HOW WE TEACH THE NEW WINDSOR WAY
  - Learner Profile 11
- BEHAVIOURAL EXPECTATIONS 11
- RESTORATIVE APPROACH 12
- MODERN LEARNING ENVIRONMENT (Rooms 11, 12, 13) 12
  - Why Modern Learning Spaces? 13
  - Who will be my child's teacher? 13
  - Will Reading, Writing and Maths still be a focus? 13
  - A good learning environment for children … 13
  - Students with special needs or who struggle to communicate 13
  - Where will my child go on the first morning of school? 14
  - Will there be chaos in a big room with so many children? 14

FALE SYSTEM 14

PRE-SCHOOL PREPARATION 15
- NEW ENTRANT TRANSITION TO SCHOOL PROGRAMME 15
- ENROLMENTS 15
- PRE-SCHOOL VISITS 15

GENERAL INFORMATION 16
- OFFICE 16
- STATIONERY 16
- HATS 16
- JEWELLERY 16
- LOST PROPERTY 16
- SPARE CLOTHING DURING THE WINTER MONTHS 17
- VALUABLE ITEMS 17

FAMILY CONTACT DETAILS 17
RETURNING FORMS, MONEY 17
STAFF ABSENCES 17
STAFF NON CONTACT TIME 18
CELL PHONES, SMART WATCHES 18
FOOD 18
KINDO 18
LUNCH ORDERS 18
ALLERGIES 19
POLICE VETTING 19
SCHOOLS OUT BEFORE & AFTER SCHOOL CARE 19
ATTENDANCE 19
ABSENCES / LEAVING SCHOOL EARLY 20
SWIMMING 20
HALL & AUDITORIUM 20
NO SMOKING / NO VAPING IN SCHOOL GROUNDS 20
SCHOOL LIBRARY 21
Parent Library 21
CLASS & INDIVIDUAL PHOTOGRAPHS 21
SCHOOL ASSEMBLIES 21
HOME LEARNING 21
BLOGS 22
ILLNESSES 22
SICK BAY 22
ACCIDENTS 23
HEAD LICE 23
MEDICATION AT SCHOOL 23
PUBLICATION OF STUDENT IMAGES & WORK AGREEMENT 23
ROAD PATROLS 24
WALKING SCHOOL BUS 24
LOCKDOWN, FIRE & EARTHQUAKE PROCEDURES & DRILLS 24
EMERGENCY CONTACT DETAILS 24
LEARNING ASSISTANTS 25
STUDENT TEACHERS 25
NEW WINDSOR COMMUNITY HUB 25

SCHOOL ROUTINES 25
SCHOOL HOURS 25
ARRIVING AT SCHOOL 25
BELL TIMETABLE 26
PICK UP FROM SCHOOL 26
LEAVING SCHOOL EARLY 26
DROP OFF AREAS 26

CHANNELS OF COMMUNICATION & PARENT INVOLVEMENT 27
CHANNELS OF COMMUNICATION 27
PARENT HELP IN THE SCHOOL 27
P.T.C. (PARENT TEACHER COLLECTIVE) 27

FORTNIGHTLY COMMUNICATION UPDATES 27
SCHOOL NEWSLETTER 28
SCHOOL APP 28
BOARD NEWSLETTER 29
TEAM AND CLASS COMMS 29
TEXT 30
FACEBOOK 30
TWITTER 30
INSTAGRAM 30
CLASS BLOGS 30
YOUR CHILD'S PROGRESS
How do you keep informed? 30
Sharing Student Progress 30
Home School Partnership Programme Important Dates 31

NEW WINDSOR SCHOOL BOARD 31
HOW SCHOOLS ARE RUN 31
Boards 31
The Principal 32
Parents 32
Understanding deciles 32

SPECIALIST SCHOOL PROGRAMME 33
AKO HIKO 1:1 DEVICE (CHROMEBOOK) PROGRAMME YEAR 5-6 33
So Why 1:1 Device Programme 33
How does Google Workspace work? 34
What is Hapara Teacher Dashboard? 34
Why a Chromebook? 34
How long will my child spend on their device? 34
Will the use of devices in classroom cause my child to be distracted 35
How is access to potentially harmful material limited at school? 35
How will the device be kept safe at school? 35
What about the other students who do not have a device? 35
What if I decide not to purchase a device? 35
ICT 35
READING RECOVERY 36
LEARNING THROUGH PLAY 36

OPPORTUNITIES FOR STUDENTS TO GET INVOLVED 36
KAPA HAKA 36
MUSIC LESSONS 37
SCHOOL VEGETABLE GARDEN / GARDEN TO TABLE 37
SCHOOL PETS 37
SPORTS 37
Netball 37
Swimming 37
Other Sports 38

LEADERSHIP OPPORTUNITIES 38
SCHOOL LEADERS 38
FALE LEADERS 38
WET DAY MONITORS 38
ENVIRO GROUP 39
LIBRARY MONITORS 39

SCHOOL MAP 40

SCHOOL ORGANISATION

NEW WINDSOR SCHOOL - A BIT ABOUT US

At New Windsor School we are structured into 3 teams:

Pōtiki Junior	Waenga Middle	Matāmua Senior
Junior School: Year 0/1/2	Middle School: Year 3/4	Senior School: Year 5/6
Bronwyn Dobbie bdobbie@newwindsor.school.nz	Tini Walker twalker@newwindsor.school.nz	Adele Auva'a-Key aauvaakey@newwindsor.school.nz

Children begin school on their 5th birthday and are classified as Year 0. Children who begin school before the end of April will be classified as Year 2 the following year. Children who begin school after April will be classified as Year 1 the following year. Children who are born during April are reviewed at the end of the year and are either placed in Year 1 or Year 2, depending on what is considered to be best for the child.

COMPOSITE CLASSES

We anticipate that every year we will have a number of composite classes; classes which are composed of two year levels. Composite classes are a reality for us (and most other schools). We will never have exactly the right number of students at every year level in the school to have 'straight' (one year only) classes throughout the year. Composite classes also provide us with a range of options for the placement of each student to best meet individual needs.



None of our classes are 'streamed'. In a situation where we have students split over 2 or more classes, (for example Year 5/6 composite) the Year 5 students in both

classes will be learning at a range of levels. Being in a composite class does not mean working at a high or lower level than other children in your child's year level. All teaching, regardless of the year level of the child, is about determining where a child is achieving in each curriculum area, and then moving the child on from that point. In each class our teachers will be grouping children with similar needs and abilities together to teach them at the most appropriate level.

Where a year level is spread across a number of classes, teachers meet regularly to plan and moderate work to ensure similar expectations and standards are being set and reached. As parents, we went through school doing 'Standard 3 work in Standard 3', and 'Standard 4 work in Standard 4'. Today's curriculum is completely different to that which we experienced as primary school students. It is designed to follow the learning progressions of students as individuals, as opposed to a specific curriculum for each specific year level.

We feel strongly that composite classes are not detrimental to the learning and progress of our students. We see our classes as groups of learners who all have differing strengths and needs, and all of our teachers are focused on meeting these needs.

- Year 3 & 4 classes are organised as composite classes covering 2 year levels
- Year 5 & 6 classes are organised as composite classes covering 2 year levels

CLASS PLACEMENTS

Class placements are made taking a number of factors into consideration, including social, emotional and academic needs. A significant amount of time and professional discussions occur both within teams and then back with the Leadership Team.

Unless there are significant extenuating circumstances, class placements will be at the discretion of staff. Please do not be offended if parental requests via email or otherwise for a particular teacher or class composition for example, are not met. This is in the spirit of fairness to all families.

The National Curriculum is the basic document for all New Zealand Schools to plan their learning and teaching programmes from. Allowance is made within each class for children to work above or below their age and the curriculum level. This means that many programmes in the classroom have a range of grouping and levels of work happening at the same time.

TE WHĀNAU PUĀWAITANGA

New Windsor School offers a Māori Bi-lingual Education programme through our Te Te Whānau Puāwaitanga unit.



Te Whānau Puāwaitanga welcomes all students from different cultures to be part of our growing whānau. We offer:

- Embracing Te Reo and Tikanga Māori
- Confidence in Te Ao Māori and Te Ao Pākehā
- Future focus and digital learning
- Confidence and pride in who you are
- Kotahitanga - Whānau unity and whakawhanaungatanga
- Innovative and Creative Learning Environment

Core Values

- Cultural Identity: Having pride and confidence in being Māori.
- Bilingual Literacy: With ability and achievement in education.
- Confident Tamariki: A positive sense of self, strong relationships and skills in leadership.
- Kotahitanga: An understanding of whānau unity – whakawhanaungatanga.

History

Our Māori Bi-lingual Education programme at New Windsor School was opened in 2002 after the local community identified a need for bi-lingual education in the area. Over the years, the unit has been complimented by a Komiti made up of whanau parents, grandparents, aunties and uncles eager to help all tamariki grow academically and spiritually under the guidance of the Te Whānau Puāwaitanga Kaiako.

Nga Akomanga

Te Whānau Puāwaitanga is a Level 2 Te Reo Māori Bilingual programme where tamariki from Years 0 through to 6 are catered for. Each class delivers a different percentage of Te Reo Māori as the tamariki progress through the years (Level 1: 80 - 100%, Level 2: 50 - 80% or Level 3: 30 - 50% in Te Reo Māori).

We also have an open door policy and encourage parents and caregivers to get involved with their children's learning. Each day starts at 8:55am with 'whakamoemiti' – a ritual of preparation for the day including karakia, waiata and kōrero.

When enrolling children into this special programme, whānau/parents/caregivers commit to supporting the kaupapa or principles of the programme. This means:

- Attending hui each term;
- Participating in rōpū or team events; and
- Supporting the language pathway their child is in

What is Bilingual Education?

Bilingual education is where school subjects are taught in two languages and students become confident speakers and writers in both languages by the end of their schooling. Our tamariki are still fully engaged with activities that involve the whole school, along with learning about other cultures, sports, and performance opportunities of all types.



Wawata

Te Whānau Puāwaitanga tamariki are guided and supported to achieve academically, to participate in all curriculum areas and to manaaki tētahi ki tētahi – nurture and strengthen relationships that are reflective of our tikanga Māori.

Kapa Haka

All tamariki within Te Whānau Puāwaitanga are expected to be a part of the kapa haka group as part of their learning in Te Reo Maori and tikanga. Te Whanāu Puāwaitanga shares the experience of kapa haka with the wider school. We welcome any child within New Windsor School to be a part of the kapa haka groups. Our classes were established to foster the principle of enabling our tamariki to be confident in both Te Ao Māori and Te Ao Pākehā – worlds with Te Reo Māori me ōna tikanga as the waka in their

journey.

Introducing our Kaiako



Ko Ngatokimatawhaorua te waka
Ko Papatara te tohunga
Ko Nukutawhiti te rangatira
Ko Maungataniwha te maunga
Ko Opurehu te awa
Ko Hokianga Whakapou karakia te moana
Ko Mangamuka me Kohukohu ngā rohe
Ko Nga Puhi te iwi
Ko Ngai-tu-pango raua ko Ihutai nga hapu
Ko Mangamuka me Tauteihi ngā Marae
Ko Nga Puhi Puhi Kai Ariki Puhi Taniwha Rau raua ko Ngatokimatahourua ōku Wharetupuna
Ko Te whaea raua ko Te Kupenga ōku wharekai
Ko Tini Waha Paiahua Walker tōku ingoa

SENCO ROLE

New Windsor school provides an inclusive educational setting for children with diverse learning needs.

Our SENCO (Special Education Needs Coordinator), Wendy Tannahill ensures the student's needs are catered for and the best possible outcomes are achieved.

The Leadership Team, Team Leaders, SENCO, teachers and support staff work collaboratively with the Ministry of Education, Learning Support. Learning Support provides a range of learning and behavioural support for students in their transition from Early Childhood Education to New Windsor School and from New Windsor School to Intermediate School.

They work in partnership with whanau and teachers to plan individual learning pathways to support students to achieve success at school..

Depending on the specific needs of the student, referral to Learning Support may include access to Education Psychologists, Resource Teachers of Learning and Behaviour (RTLB), Resource Teachers Literacy (RTLit), Resource Teachers Deaf (RTD), Speech Language Therapists in a consultant role, Communication Support Workers.

There is funding available via the Ministry of Education for the highest percentage of students with specific learning challenges.

A referral via the GP can be made to Developmental Pediatrics to support health concerns.

Wendy Tannahill is available for parents/caregivers to discuss their child's learning, emotional or behavioural needs.

Please contact Wendy Tannahill at school or email wtannahill@newwindsor.school.nz

THE NEW WINDSOR WAY - LANGUAGE OF LEARNING



During your child's time at New Windsor they will develop a range of skills and capabilities (key competencies) that will help them to do well in life. The world is different these days. It's an exciting time for children to grow up in.

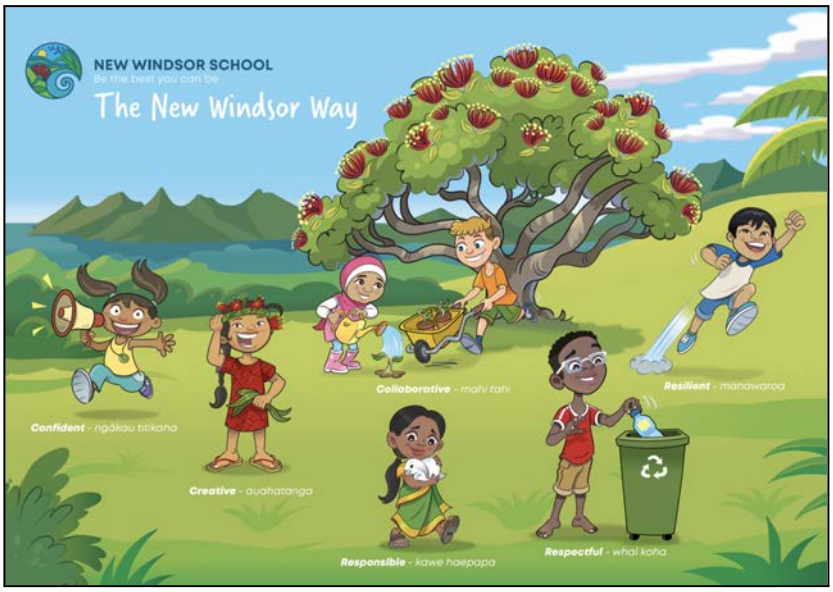
It's not enough for children to just keep learning more information at the expense of learning how to use that information and work with others.

As well as learning about a variety of subjects, children need to learn how to learn, how to think for themselves, think alongside others, and be motivated to keep on learning throughout their lives - so that they can do well in their world.

Over the course of 2020 we worked with our school community on what we all believe are the key skills our children need to develop by the time they leave New Windsor. We are excited to announce that we are ready to showcase our "The New Windsor Way' Mascots.

The New Windsor Way Competencies are:

- Confident
- Creative
- Collaborative
- Respectful
- Resilient
- Responsible



They are not just values for school, but for life. Once you know about them, you will be able to see that your child uses these key competencies in many different situations - at home, at sport, at church, at cultural occasions, and eventually at work.

How we will teach The New Windsor Way

The New Windsor Way will shift to be the core of all the teaching that goes on. Your child's teacher will think about each of the competencies when planning their teaching programme, the resources they use, their choice of language and topic, and the role that they get children to take in their own learning.

When it comes to 'teaching' the New Windsor Way your child's teacher takes on both a teaching and coaching role. They use their expert knowledge of how students learn to build these values into all learning areas.

NEW WINDSOR SCHOOL
Be the best you can be






Learner Profile

Profile	Demonstrated by	Kakano Seedling	Pihia Sprouting	Toroihi Budding	Puawaitia Blossoming
Confident ngākau titikaha	▪ I am a challenge seeker ▪ I am not fearful of making mistakes	▪ I will give new things a go ▪ I can tell when I make a mistake	▪ I can carry out new tasks and challenges with support ▪ When I make a mistake I am happy to try again	▪ I am confident with new things and regularly seek out new challenges ▪ I can identify my mistakes and will persist until I get things right	▪ I can support others to try new challenges ▪ I can support others to try a new approach when they make a mistake.
Collaborative mahi tahi	▪ I participate with others to achieve goals ▪ I encourage, listen, and relate well to others	▪ I work by myself most of the time but am making friends ▪ I listen to others	▪ I happily participate with others in a group ▪ I actively listen to others and share ideas	▪ I contribute to a group task ensuring we are all working towards the goal ▪ I recognise and support different points of view and follow the ideas of others	▪ I support others to participate and contribute in a group to support achievement of the goal ▪ I encourage and support others to share their points of view and follow through with their ideas
Creative auahatanga	▪ I am imaginative and I explore and think about the "what if?" ▪ I use literacies the arts and thinking to make, shape and create something original	▪ I like to use my imagination ▪ I like to share my original creations	▪ I like to use my imagination to propose new ideas ▪ I often make my own original games and activities	▪ I try out my ideas and search for new and better ways through trial and error ▪ I can share the process I went through to create something original	▪ I use my imagination to develop and adapt someone else's idea. ▪ I support others by building on to games and ideas than incorporates their thinking

BEHAVIOURAL EXPECTATIONS

New Windsor School has been a PB4L Positive Behaviour Learning School for a number of years. In 2020 we completed a major review of our teaching and learning programmes and student behaviour was a major focus area as part of this review.

In summary

- Encouraging positive behaviour for learning is a key strategic and operational focus for the school and is now known as the New Windsor Way in 2022 .
- Consistent with the schools 'zero policy' incidents of inappropriate behaviour are promptly responded to and documented on eTap our school management system. We respond to incidents with a 'Major and Minor' approach and take appropriate action in conjunction with our behaviour management plan.
- Incidents of bullying (understood as repeated, intentionally harmful behaviour (verbal, physical, social) aimed at diminishing, intimidating or isolating others), have occurred, as they do in all schools and organisations but the number of such incidents is relatively low and have been

- appropriately managed by staff and the senior leadership team.
- We will continue to develop our restorative justice approach where the actions of a student/s have negatively impacted on others, and will update the school community on this approach.
- Parents and caregivers will be involved in managing serious behaviour infractions and repeat offences - we are all in this together!



Most of our students are incredibly well-behaved and the number of incidents is very low. Upon review of our behaviour data most lapses in behaviour were single incidents (having a bad day) for kids behaving uncharacteristically. As in other schools, the greatest challenge is the very small number of children who have 'repeat lapses' who are involved in four or more incidents during the year.

Building a culture of positive behaviour expectations will continue to be a strong focus in the school. We greatly appreciate your support in reinforcing the school's expectations in relation to our The New Windsor Way.

RESTORATIVE APPROACH

When incidents occur, the staff are trained in talking with students and families. A restorative discussion where all parties meet to resolve any issues and find a solution in a respectful focussed manner. This is called resolving situations that may occur in a restorative manner. This restorative practice is very much a pivotal step in our New Windsor Way behaviour management /PB4L procedures.

MODERN LEARNING ENVIRONMENT - SENIOR SCHOOL (ROOMS 11, 12, 13)

At New Windsor School we always strive to create an innovative learning environment that enables students to be connected, engaged and creative lifelong learners. Society has changed considerably over

the last 50 years and our modern workforce values people who are creative, adaptable, team workers and good communicators. Technology and knowledge is changing quickly, and therefore we are striving to prepare our students for modern education as well as the modern workforce.



The New Zealand curriculum focuses on 'learning how to learn', and on supporting students to take responsibility for their learning, so that they become competent lifelong learners.

Three of New Windsor School's senior classroom spaces have been designed to be a 'modern learning environment' with adjoining larger and smaller learning spaces. We are making a greater use of our space to ensure we develop strengths-based teaching and that we offer students and teachers flexibility, openness and access to resources. Our

teachers will have greater flexibility to meet the diverse needs and abilities of students. In our case it will mean teachers and students working together across up to three classroom spaces. Teachers can share their strengths and skills to better support the learning and needs of each and every student. Learning spaces include open areas for collaborative learning and quiet spaces for independent learning as well as technology, media, arts resources, reading spaces etc. Every learning space may look different, as it is developed to suit the needs of the learners in the space.

Why Modern Learning Spaces?
Research proves that the design of MLE spaces creates a secure and stimulating learning environment and supports innovative and imaginative teaching practices. The end result is a boost in student engagement levels, and improved academic achievement as student needs are able to be more closely met.

Who will be my child's teacher? Who do I see if I want to find out about my child's progress or if I have any other questions?



Within the MLE space your child will still have a guardian teacher which is a teacher who will oversee your child, be responsible for their reporting, available for meetings with parents, etc. The children will start and finish the day with their classroom (home) teacher but may work with one or two of the teachers for some curriculum areas throughout the day. We will still have an open door policy and in fact would like to invite our whanau to come in and be involved in their children's learning.

Will Reading, Writing and Maths still be a focus? What will it look like?
Yes, these are fundamentals of learning at primary school. We will have a strong group focus, based on ability and learning needs rather than age. We will still test to see what children know and what they need to know next.

Obviously it's a good learning environment for children who are self motivated... what about the children who aren't, or who are easily distracted?
Keeping these children on task is an issue in a single-cell classroom also. The advantage in a collaborative learning environment is that there will be more eyes watching – with three teachers rather than just one teacher. So, there will be fewer opportunities to hide and more adults to assist. Also, with three teachers in the learning space, there is more chance that each child will find that they bond with at least one of those teachers. The purpose of teachers working collaboratively in a flexible learning space is to better meet the range of needs within a class of students.

What about students who have special needs or who struggle to communicate?
There will still be withdrawal spaces in the rooms and teachers will be able to support students that require 1:1 support or any other students that may need additional support in any of the learning areas. The

purpose of teachers working collaboratively in a flexible learning space is to better meet the range of needs within a class of students.

Where will my child go on the first morning of school?
The classroom teacher will be in the room to support your child with morning routines, show them where to put stationery, bags, etc. They will also explain to their students where to meet every morning. The morning routines will be practiced and well established in the first few weeks of school.

Will there be chaos in a big room with so many children?
We can assure you that there will be structure and plenty of visuals to ensure the smooth running of a well planned and thought through programme that will suit the needs of every student.



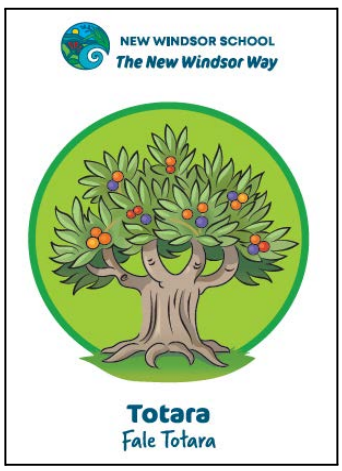


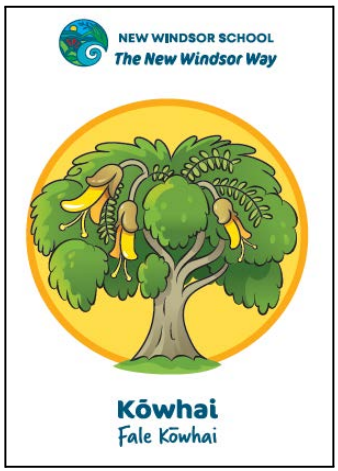
Links to further information on Collaborative Learning Spaces:
https://vimeo.com/80179021
http://edtalks.org/#/video/modern-learning-environments-stonefields-school

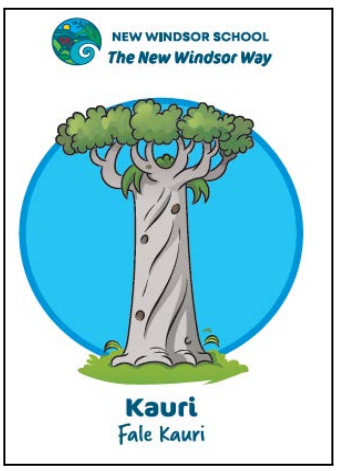
FALE SYSTEM
At New Windsor School we run a 'Fale' (House) system across the entire school. There are 4 Fales: Rata, Kowhai, Kauri and Totara.

Upon beginning school, your child will be allocated a Fale which they will remain in until they leave the school. The primary purpose of our school Fales is to develop a sense of belonging and community within our school. Throughout the year students will be provided many opportunities to earn house points. This will include the chance to earn daily points for learning, effort and behaviour as well as participating in house challenges, sporting and cultural events. At the end of each Term our weekly Fale (House) points are tallied. The Fale with the overall highest total of points for each term receives a special acknowledgement at the end of each term.









PRE-SCHOOL PREPARATION

NEW ENTRANT TRANSITION TO SCHOOL PROGRAMME

Our New Entrant classes integrate play based learning activities alongside the New Zealand Curriculum. An integrated Curriculum is where we continue to support our 5 year olds into The New Windsor Way where we want them to be confident, creative, collaborative, responsible, respectful, resilient learners.

ENROLMENTS

During 2022, New Windsor School is open for out-of-zone enrolments.

All enrolments must be accompanied by a NZ Birth Certificate or NZ Passport as proof of age and residency. If your child was not born in New Zealand, please provide either their citizenship certificate or relevant visa. If your child has an immunisation certificate from the 'Well Child' book, please provide that too.

You can enrol your child up to six months (2 terms) before your child begins school. It is recommended and helpful to pre-enrol so we know you are coming. Our office staff can help you fill out the forms. We celebrate the different languages our students speak so please inform our office staff when enrolling your child as to which other languages they speak at home. This information allows us to apply for funding from the Ministry of Education to help your child to learn English.

You will also be asked whether there is another name by which your child would rather be known. If there is, this will be noted on the enrolment form and your child's teacher will be made aware of this.



PRE-SCHOOL VISITS

We understand how important a smooth transition to school is for both you and your 5 year old and for this reason we offer two or three pre-school visits. The purpose of a pre-school visit is for both child and parental familiarisation. They give your child the opportunity to become used to the environment, socialise with peers and learn some of our school routines before their first day. It is a good time to become familiar with where the classroom is located, what some of the teacher's names are, finding bag hooks and toilets, hearing out bells ringing, and experiencing our junior school playground.

During these visits you or your nominated adult caregiver must remain at school with your child. For the second and third visit, if your child is comfortable with this you could sit outside the classroom so your child can work/play with their peers or interact with the teacher independently. Visits can be arranged 4 weeks before your child's 5th birthday and can take place from Monday to Thursday during the following time allocations:

1. Visit One 8:50am - 9:50am
2. Visit Two 10:25am - 11:25am
3. Visit Three (optional) 1:55pm - 3:00pm

There is more information available for new entrant families in our Transition to School Booklet via our website.

GENERAL INFORMATION

OFFICE

The school office is open from 8:30am to 4:00pm every day for queries and assistance. It is particularly busy from 8:30am-9:30am and 2:50pm-3:15pm. During these times there may be a waiting time. If you are coming in to complete an enrolment we can do this any time between 10:45am and 2:30pm. The school office phone number is (09) 628 8001.

STATIONERY

Stationery packs are available to purchase online through www.stationerypacks.co.nz**.** At the time of enrolment you will be provided with information on how to order through the stationery supplier directly and have the pack delivered to your home.

HATS

We are committed to keeping our children safe in the sun and have developed Sun Safe Procedures accordingly. While we do not have a compulsory uniform, children are required to wear wide-brimmed sun



hats when playing in the sun in Terms 1 and 4. It is essential that children have hats at school every day. You can purchase hats from the school office. We strongly encourage the wearing of hats to and from school. Please write your child's name on the inside of their hat so it can be returned to them if they lose it.

JEWELLERY

Our procedures, (driven by children's safety), include children wearing no jewellery other than a watch and stud earrings. This is a preventative measure, as jewellery can easily be caught resulting in injury during regular class and sporting activities. While this excludes religious or cultural items, we stress that the wearing of these items have potential safety issues. No responsibility can be taken for children's jewellery or watches that are worn to school.

LOST PROPERTY

Naming your child's clothing, lunch boxes, drink bottles and hats helps them identify and reclaim lost items. Lost property is stored in the corridor outside the Medical Room. All named items are returned to the owner's class. If your child misplaces a clothing item, please let the class teacher know. Your child's teacher will try to locate the item at school. Similarly if you find your child has taken another child's clothing item home by mistake, please return it as soon as possible to your child's teacher, so it may be reunited with its actual owner. Please regularly check the lost property even if you do not think your child/ren have lost anything. At the end of each term unclaimed property is passed onto local charities for redistribution to families in need.

SPARE CLOTHING DURING THE WINTER MONTHS



During the winter months, children easily get wet or muddy from playing outside. Please put a spare set of named clothing in your child's school bag for such occurrences.

We have a very limited supply of spare clothing for children who get wet or muddy from playing outside. So, if we send your child home with spare clothing we would appreciate having it cleaned and returned to school as soon as possible. If you have any spare, clean clothing, especially long pants, that we could use in emergency situations we would appreciate these being sent to the school office.

VALUABLE ITEMS

We do not encourage items of value to be brought to school and do not accept responsibility for damage or loss. Personal items such as toys and collectables are not to be brought to school. They can get broken, become lost and cause disruption. There will be times when your child's teacher requests them to bring something from home for sharing. In this instance it is permitted, but needs to be handed in to teachers.

FAMILY CONTACT DETAILS

Please contact our office with any change of contact details for parents/guardians and emergency contacts. From time to time we need to get hold of parents/guardians urgently when children get sick or have accidents. Without up to date details this can be very difficult, and can waste precious time.

Please also notify us of any changes to your child/ren's medical conditions. Changes in details can be passed to the office, phoned in or emailed to office@newwindsor.school.nz

In the interests of safety, it is also important for the office to hold copies of legal documentation such as custody or protection orders pertaining to children at our school. Such documentation is treated with absolute confidentiality.

RETURNING FORMS, MONEY



We would prefer that permission forms and money are taken to classrooms rather than to the office. Money, forms, etc. will then be recorded and forwarded to the office by the teachers. This assists us with keeping an accurate record of what has been returned. Any money sent to school needs to be in a clearly labelled, named and in a sealed envelope – child's name, room number, purpose of money e.g. "cricket tournament trip" and any other important information.

STAFF ABSENCES

Staff absences from time to time are unavoidable. Our aim is to always cover staff absences and release them with high quality teachers and, where absences will be more than one or two days, attempt to have one consistent teacher in the classroom.

STAFF NON CONTACT TIME

All New Zealand teachers receive a mandatory component of 'Classroom Release Time', or non contact time, each term. The amount of time teachers receive varies according to experience and leadership responsibilities. Teachers use this valuable time for a range of tasks such as spending time with individual children doing in-depth testing and assessment (particularly in literacy and numeracy), small group work, observation of other teachers, professional reading and research, updating records, etc. Where possible we try to have a consistent release teacher to provide the release for each class, each term.

CELL PHONES, SMART WATCHES

It is our preference that your child does not bring a cell phone to school. If your child is bringing a cell phone to school it **must** be handed into the office in a named plastic bag for safe keeping on arrival at school and collected at the end of the school day.

FOOD

At New Windsor School we encourage healthy eating. Please be conscious of the food you are packing in your child's lunch box. They will require lots of what we refer to as 'brain food' - things that are good for the brain. Fruit, vegetable sticks, sandwiches, crackers, etc will sustain your child well throughout the day. We ask that you leave foods such as chocolates and lollies at home. Drink bottles are to be filled with water only. There are drinking fountains located throughout the school.

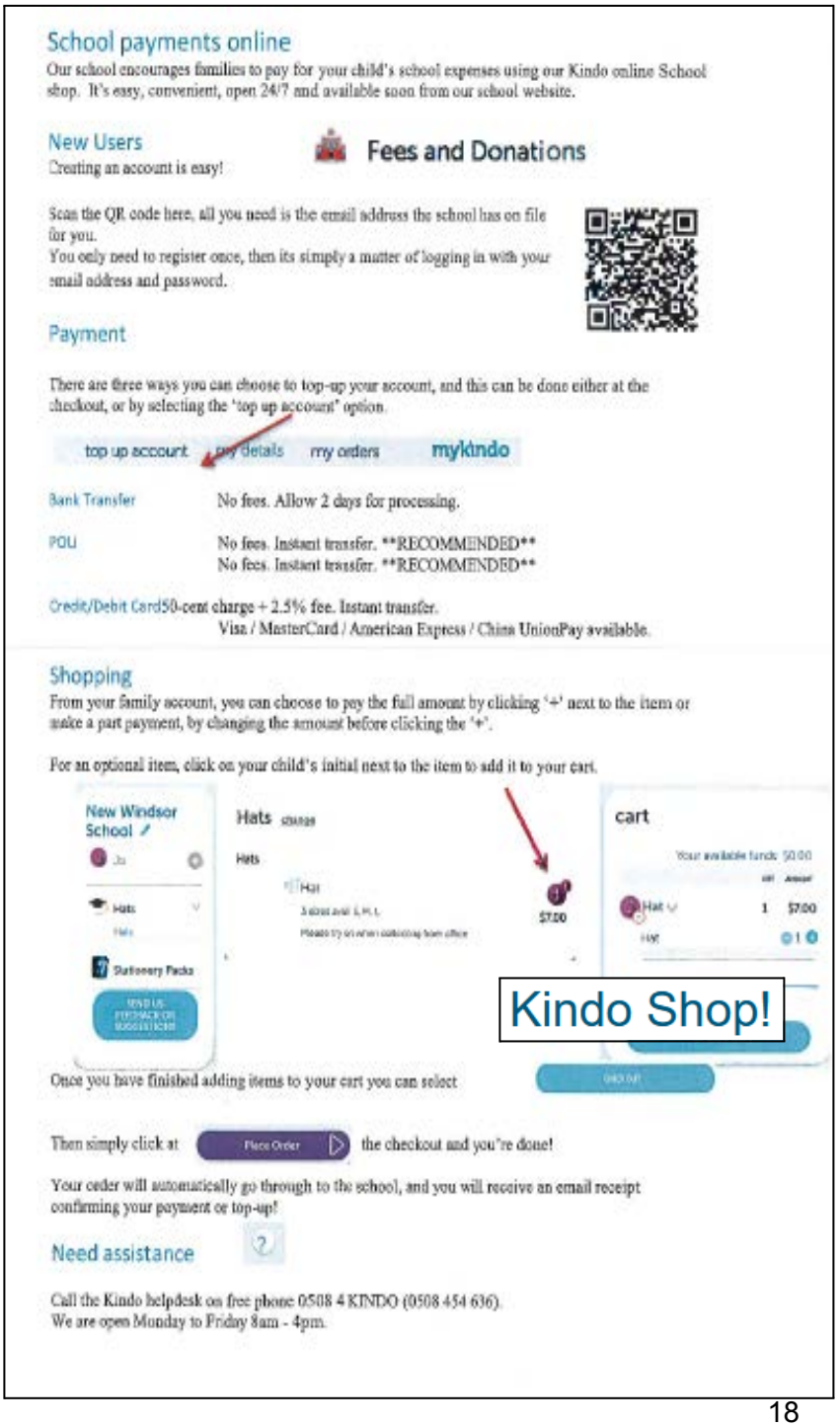
KINDO

Our preferred method of payment is through your myKindo account. This offers an easy way for you to view and pay for your child's needs online e.g. lunch orders, school trips. It's quick, secure and open 24/7, and offers many card and bank transfer options, and options to hold an online balance or pay-as-you-go. Our office staff are happy to show you how to access Kindo.

LUNCH ORDERS

The school offers the following options for purchasing lunches. Purchased lunches will be delivered to your child's class at lunchtime.

- Mai Sushi, Monday-Friday
- New Windsor Bakery, Monday-Friday
- Ciao Belli Italian, Wednesday and Friday



All lunch orders are to be made using our online service Kindo. Please ensure this is done no later than 9:00am. Please be aware that no lunch orders for students will be accepted at New Windsor Bakery - all orders must be made online through Kindo.

ALLERGIES

At New Windsor School we have a number of children who have serious food allergies. We take the health and safety of these students very seriously and follow Allergy New Zealand's recommendations and guidelines when developing policies and procedures within the school. Our focus is on educating staff and students around the management of food and how to minimise student exposure to allergens as much as possible. While self management for children that have allergies is an ultimate goal, this takes time to develop in children. Self management is more difficult for students in our junior school, where teachers closely monitor lunchboxes to check for potential triggers. While we do not ban any particular foods, being mindful of nut allergies may be helpful to you when planning and packing lunches. If you have a child that suffers from allergies, please contact your child's classroom teacher to discuss an individual action plan so we can work together to ensure their safety.

POLICE VETTING

In accordance with the Vulnerable Children Act 2014 and recommended Ministry of Education best practice, New Windsor School adopts procedures whereby only adults (all persons 18 years of age and over) who have undertaken a police vet with acceptable results can be selected to manage/coach a school sport's team, help in the classroom with parent help assistance or attend an overnight camp.



The group leaders involved in our activities will provide you with the Police vet form to complete before the event taking place. For volunteering at school regularly please see Nicola in the office for a form to complete. Remember to bring two forms of photographic identification with you for us to site and copy to attach with your Vetting application.

SCHOOLS OUT BEFORE & AFTER SCHOOL CARE

This is a privately and locally owned business that has operated since 2001 and is conveniently based on-site in the school hall at New Windsor School. The programme is OSCAR registered (Out of School Care and Recreation) approved and caters for WINZ (Work and Income NZ) subsidies. Breakfast and afternoon tea are provided offering the children a range of healthy and tasty foods. For more information please phone Sharron Chambers on 021 2392116.

ATTENDANCE

The enrolment and attendance of pupils is governed by the Education Act. To meet legal requirements, all non-attendance/absences must be explained and recorded in our electronic attendance registers. Sending your child to school regularly is critical. Regular absences will have a negative impact on your child's learning.

We are legally obliged to inform the 'Truancy Service' if we notice an ongoing pattern of absences or see regular absences from school that can not be justified using Ministry of Education criteria.

It is a Ministry of Education requirement that any child who is absent from school for 20 consecutive school days or more will be removed from the school roll, and you will be required to re-enrol them upon their return to school

ABSENCES / LEAVING SCHOOL EARLY

Our rolls are taken promptly in the morning. If your child/ren are sick or going to be late, please telephone the school 628 8001 and leave a message on the answerphone, email on office@newwindsor.school.nz or via our Skool Loop. Please remind your child/ren that if they are late to school that they must come in via the office to sign in late so that we know they have arrived. If your child arrives close to bell time and may be a little late arriving at their classroom, please also remind them to sign in at the office just in case they have missed their class roll call. It will save you the worry of receiving a text stating your child has not arrived at school. The office relies on information from the teacher's roll, our late register in the office and messages from our answerphone before contacting parents regarding absences.

If you need to remove your child from class early for an appointment, you will need to sign them out via the office prior to collecting them from the classroom. You will be handed a slip to give to the teacher.

All visitors to the school must sign in at the office before entering the school grounds. Vaccine passes are also now a requirement when signing in at school.



SWIMMING

Our school pool is covered and heated. We have a partnership with the Dean Greenwood Swim School, which manages the operation of our school pool. Twice every year, our junior students are provided 10 free lessons from Dean Greenwood Swim School's qualified instructors. Our senior classes receive 10 free swimming lessons also and we endeavour to get the senior school 10 water safety lessons. However these lessons are dependent on receiving funding from the local authorities. Your teacher will notify you of your class's lesson times.



HALL & AUDITORIUM

For all enquiries regarding the hire of our school Hall or auditorium please contact the school office on (09) 628 8001.

NO SMOKING or VAPING IN SCHOOL GROUNDS

New Zealand Law states schools must be smoke and vape-free. Therefore, no-one is permitted to smoke or vape in the school grounds at any time. This includes your vehicle parked in our grounds.

SCHOOL LIBRARY

We have a vibrant school library that students, parents and staff are constantly using and improving. Our library is open from 8.30-3.00 Monday to Friday and during lunchtime for students to borrow books, browse and enjoy the library. All classes have a weekly scheduled time to come to the library for reading, research and library skills based programs. All students are encouraged to borrow two books for two weeks to take



home and must have a library bag to borrow items as this assists in keeping our books in good condition. Students are required to pay the replacement value for any lost or damaged books. Parents are welcome to visit the library with their children before school 8:30am–8:55am.

Parent library

We have a small collection of books to help you and your child, including books on parenting, health and special needs, relationships, schooling, etc. See our librarian Tatyana if you would like to borrow books from this collection.

CLASS & INDIVIDUAL PHOTOGRAPHS

Each year class and individual photographs will be taken for families to purchase online directly from the photographer. Information will come home about this through our usual communication channels.

SCHOOL ASSEMBLIES

At New Windsor we have team assemblies as well as whole school assemblies. Whole school assemblies will be held on 'even' weeks on Friday's at 2:00pm This will be when we award certificates for students who have shown the specific New Windsor Competency we are focusing on for the term. Our team assemblies will be held on odd weeks and each team will have a different time slot on Fridays.



Certificates for the other 5 competencies will be awarded at the team assemblies. Please check with your child's teacher to confirm assembly time.

HOME LEARNING

We understand that students and whanau have very busy schedules. Many of our students attend after school clubs, sports and other education centres based on their religion and spoken language. This means fitting in homework each week can be quite a stressful task for many households. There will be some core

activities that students must do at home each week:



● Reading five times a week - Readers will still be sent home each week
● Learning spelling words - Spelling words will still be sent home each week
● Helping around the house

There may be times across the year where there is a task given based on our concept learning or learner profile. For example in Term One we are focusing on resilience so students may be asked to try something new at home.

BLOGS

This year we are using blogs to share our learning. This is a space for our students to showcase and share their learning from the week. These blogs can be viewed by anyone so you can share them with your wider family and friends. To access our class blogs visit our school website at www.newwindsor.school.nz then clicking on Our Learning and then Class Blogs. Feel free to leave comments, we love to read them as a class.

It is not enough to simply teach children to read; we have to give them something worth reading. Something that will stretch their imaginations — something that will help them make sense of their own lives and encourage them to reach out toward people whose lives are quite different from their own.
— Katherine Patterson

ILLNESSES

Please keep your child at home if they are unwell or potentially contagious. If your child is showing signs of vomiting, diarrhoea, flu, chicken pox, etc, they will need to remain at home until they are no longer infectious, which is usually 24 hours from last symptoms so as not to infect other students and teachers.

SICK BAY



Children who are feeling unwell, or who have received an injury, are cared for and treated in our Sick Bay (which is located opposite the library). Details of all incidents/injuries/illnesses treated at school are recorded in our Student Management System which includes the date, nature of illness/injury, treatment provided and by whom. Contact is made with parents by phone if the person giving treatment has any concerns.

In a situation where it is thought that a child is too ill to return to a classroom, or is in need of further medical treatment, parents/guardians will be contacted to come and collect their child.

Children with suspected contagious conditions, (e.g. impetigo, chicken pox or conjunctivitis) will also be required to be collected from school.

If parents/guardians/emergency contacts of a child too unwell to return to class, but not in a serious condition, have been unable to be

reached by phone, and/or the child has been in the Sick Bay for a period of time, a note will be sent home with the child detailing this. In the event of an emergency, where parents/guardians cannot be contacted, the school will act in the child's best interests.

ACCIDENTS

In the case of a serious accident at school, parents will be contacted as soon as possible. If parents are unable to be contacted, the emergency contact person will be called. Families are requested to ensure that the contact details held by the school are current and have not gone through any changes. In the case of any accident that involves a student's head, parents will be contacted to give them the option of seeking medical advice.

HEAD LICE

While head lice can never be avoided in a school, prompt action from families can minimise this annoying problem. We encourage families to regularly check their children's hair and treat head lice immediately if they are found. If your child has head lice, a note will be sent home to each child in their class to also check for evidence. We also appreciate families notifying the school of any cases of head lice so other families of children in the same class can check their children, and hopefully stop them spreading. Hair that is shoulder length is recommended to be tied back; long, untied hair is an easy target for head lice.

MEDICATION AT SCHOOL

Where ever possible, with the exception of asthma medication, we encourage you to administer all medication at home. In many cases, it is possible to work out a timetable which allows for medication to be administered only at home e.g. before school/after school/before bedtime. It would be an advantage to discuss this with your doctor when a prescription is issued. School staff will only administer prescription medicine which has been supplied to the school in the original, labelled container (as supplied by the pharmacy).

If your child has medication which must be taken within school hours, please complete the appropriate forms at our office. Please do not hand medication to your child's teacher or send it to school with your child. A form has to be completed in the office about your child's health and medication (We will not be able to treat a child without consent from parents/caregivers).



All medication must be administered from our Sick Bay. We will not administer the first dose of a prescribed medication at school, in case of allergic reactions. Non-prescription medication is not to be sent to school.

It is the parent's or guardian's responsibility to inform the school of any change in the student's medical circumstances. Medication will be sent back home if it expires or is no longer needed.

PUBLICATION OF STUDENT IMAGES & WORK AGREEMENT

The school welcomes any enquiry from parents/guardians or students about the operation of this policy. We have a designated privacy officer to discuss queries about students' privacy. The school's privacy officer is Maria Laxa and Phonderly Siohane, Deputy Principals, ph (09 628 8001).

Parents/guardians/studentsare required to sign the *Publication of Student Images and Work Agreement*. By signing this agreement, they acknowledge that they have read the publication. The permission the school is seeking through this publication is:

- Authorisation to publish the student's personal image or work online or social media group as required by the Privacy Act, and
- A licence to publish any copyrighted work of the student online.

ROAD PATROLS

Both our school entrances have adult supervisors and Year 6 road patrol Wardens on duty at 8:30am-8:55am and 3:00pm-3:15pm daily. This is a huge leadership responsibility given to our selected Year 6 students who pass the training tests of being a Road Patrol warden. The Road Patrol Wardens and adult supervisor can be identified at both crossings being New Windsor Road and Peter Buck pedestrians by the fluorescent high viz safety vests that they wear while on Road patrol duty. Police Constable Holly takes a refresher training session twice a term for our Road Patrollers.

Constable Holly can also be seen doing spot checks where she is checking in on both traffic flow on both pedestrian crossings and our Traffic Patrollers doing their very important Job of road safety for our students.

WALKING SCHOOL BUS



New Windsor School currently has one Walking School Bus route along New Windsor Road, between Bollard Ave and the school. We walk Monday, Wednesday and Friday mornings and in the afternoons on Mondays and Wednesdays. Children are picked up or dropped off at designated "bus stops" along the route by parent volunteer "drivers".

A Walking Bus allows your children to gain confidence and independence walking to school in a supervised group, reduces the amount of traffic around our school and encourages the walkers to explore their neighbourhood and make new friends. We'd love for you to join us! Contact Lesley for more information: newwindsorwalkingbus@gmail.com.

LOCKDOWN, FIRE & EARTHQUAKE PROCEDURES & DRILLS

At New Windsor School we have efficient emergency evacuation procedures in place. Our school is covered by an automatic smoke and heat activated alarm system, which is monitored 24 hours per day.

Our school assembly point area is the back field.

We hold regular emergency evacuation and lockdown drills each term. Parents will be notified via the Schoolbag APP when each drill takes place, so they are aware that these are practice drills only.

EMERGENCY CONTACT DETAILS

For the safety and care of your children it is imperative that we have your correct/current telephone and email contact details.

- Are we able to contact you or an alternative person in an emergency?
- Do we have your correct contact details?
- Have you changed your phone number, address, email or emergency contacts recently?
- Are you receiving our school newsletters to your correct email address?

If you need to update any of these, please email office@newwindsor.school.nz with your child/ren's name, room number and updated information. Or inform the school office on 628 8001.

LEARNING ASSISTANTS

Our Learning Assistants support our teachers in implementing the curriculum. They work alongside a range of students ranging from those with special needs to those who have English as a second language.

STUDENT TEACHERS

Each year New Windsor School hosts Student Teachers from the University of Auckland. They work in our classrooms assisting our teachers while learning 'teaching skills'.

NEW WINDSOR COMMUNITY HUB

The New Windsor Community Hub is situated in the old school dental clinic next to the swimming pool. They are a wonderful group of people who work hard on planning many community activities over the year and bring together our wider New Windsor community.

The school has a close working relationship with the Community Hub where the two groups meet twice a term to discuss how the Community Hub can support the school and the New Windsor community and vice versa. For more information contact Shalema on 020 4812788 or shalema@communitywaitakere.org.nz



SCHOOL ROUTINES

SCHOOL HOURS

At New Windsor School we begin at 8.55am and end at 3:00pm. It is important that your child is in class for the 8.55am bell so that they do not miss the important start of the day communications that happen. Arriving late can upset some children and leave them feeling unprepared for their day.

ARRIVING AT SCHOOL

Classrooms are not open for children before 8:30am. The time before school is an important preparation

time for the teachers. Children who arrive before 8:30am are permitted to play quietly outside their classrooms. Once the 8:30am bell goes, your child can go to class to prepare for the day. On wet days, children can wait under the shade structure in Area 1 (adjacent to Classrooms 1 - 5)

PICK UP FROM SCHOOL

School ends at 3:00pm. Children are to be picked up promptly at this time.
A reminder that Parents are not to drive up the long drive way to drop off/pick up Children.
Please park around streets around the School to avoid any congestion of cars on the school driveways.
Our School carpark spaces is at a maximum and is for staff cars only.

LEAVING SCHOOL EARLY

Occasionally students need to leave school during school hours to attend medical/dental appointments, family or cultural events, music or dance examinations. For safety reasons we do not allow students to walk home alone during school hours. If you are picking your child up early, please come and get an 'early release' form from the school office.

DROP OFF AREAS

School zones are areas around schools where, during certain times, reduced speed limits apply. Speed limits and drop-off, pick-up and parking rules exist to keep children, parents and carers safe and to minimise speed and traffic jams around schools. Schools are busy areas, where there are often lots of children - who do not always understand the danger of roads and vehicles. Make sure to take extra care when parking on the roads and streets around the school and follow the signed parking rules at all times. Please be courteous and respectful to our residential neighbours living on Peter Buck Road and New Windsor Road when you are dropping off and picking up your children. After school we still have children in the school grounds for swimming, sport practices and after school care. No parent/caregiver vehicles are allowed to enter the school or car park areas at the start and the end of the school day i.e. between 8:15am-9:15am and 2:45pm-3:15pm.

BELL TIMETABLE

8:55am	*School bell signaling beginning of school day*
9:00am - 10:30 am	***Learning Block 1***
10:30am - 10:50am	*Morning Tea break (25 minutes)*
10:50am - 12:30pm	***Learning Block 2***
12:30pm - 12.40pm	***Lunch Eating break (10 minutes)***
12.40pm - 1:20pm	*Play Break (25 minutes)*
1:20pm - 3:00pm	***Learning Block 3***
3:00pm	***School bell signaling end of school day***

Please note, that while we are in the COVID-19 traffic light framework, our end of school day finishing times will vary. At the Red setting, our end of school day finishing times are:

Pōtiki (Year 1-2/3) - 2:30pm pickup
Waenga (Year 3-4) - 2:45pm pickup
Matāmua (Year 5-6) - 2:50pm pickup

COMMUNICATION & PARENT INVOLVEMENT

CHANNELS OF COMMUNICATION

At New Windsor School we try to offer a wide range of communication options to best suit the varying levels that our community wishes to receive information. Many parents like to have full information on all aspects of school life whilst others prefer snapshots or the ability to only look at what interests them.

We have modified our communication tools to incorporate options for you to best decide how you wish to view information from the school.



PARENT HELP IN THE SCHOOL

Parent helpers are encouraged to be involved in the school. If you wish to help make contact with your child's teacher so that your valuable time can be best utilised. If you have an expertise yourself, or a contact within the community that you feel would be a great opportunity to enhance the experiences of our children, please get in touch.

P.T.C. (Parent Teacher Collective)

P.T.C. are a group of parents and teachers working together for our school community. Their aim is to help create community within the school, to organise fun events for the children and their families and fundraise for a variety of school related projects.

We would encourage parents to join this group and become involved in supporting the school. The P.T.C. have meetings once per term or more often for special events. You are welcome to come along to these meetings and be involved in the planning or just ask to be added to the emailing list so that you can be asked to volunteer to help with specific events. Please email parents@newwindsor.school.nz and let us know what you can do!



FORTNIGHTLY COMMUNICATION UPDATES

A link to the latest comms update will be emailed to you once a fortnight on a Tuesday. This is the school newsletter. In order to look through back copies of the update for the year, please click on the newsletter page within the school website. This directs you to a site where you can look at the updates which are stored in date order.

SCHOOL NEWSLETTER

This newsletter is published fortnightly on even weeks of the school term e.g Week 2, Week 4, Week 6….

SCHOOL APP

Our school uses Skool Loop to communicate notices, events and give important notifications.

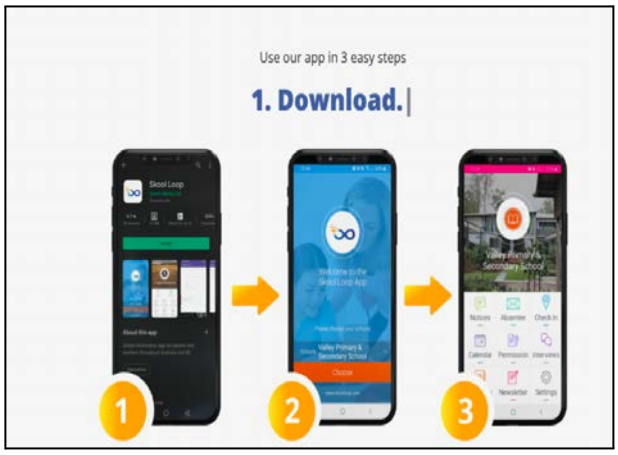
Please visit https://skoolloop.com/parents/ for more information.

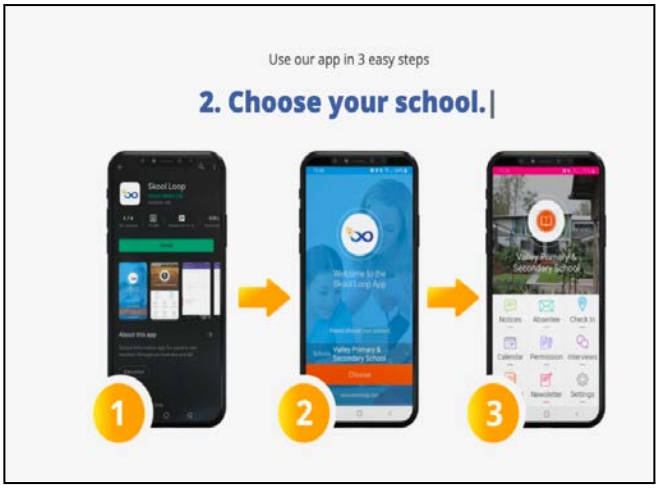
SKOOL LOOP

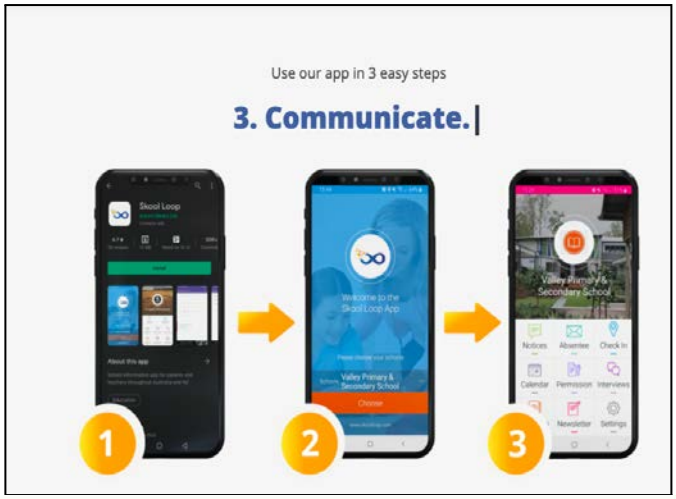
Download on Android or IOS

GET IT ON Google Play

Download on the App Store







Downloading the Skool Loop app - a step by step guide

Once you have downloaded the Skool Loop App, via either your Google Play or App store, please follow the below instructions to select your school -

- Open the Skool Loop App - you will land on a welcome page.
- Click the 'Select your schools' this will bring you to a menu you can either search your school or follow the country/region prompts.
- Once you reach your school, select it with the tick on the righthand side.
- Tap the 'select schools' button in the top right corner.
- Tap the big orange choose button. This will load your school and bring you to the settings page.
- Subscribe to the groups that are relevant to you, then click the 'go back' button on your phone, which will bring you to the main screen of your schools app.

THE SKOOL LOOP APP



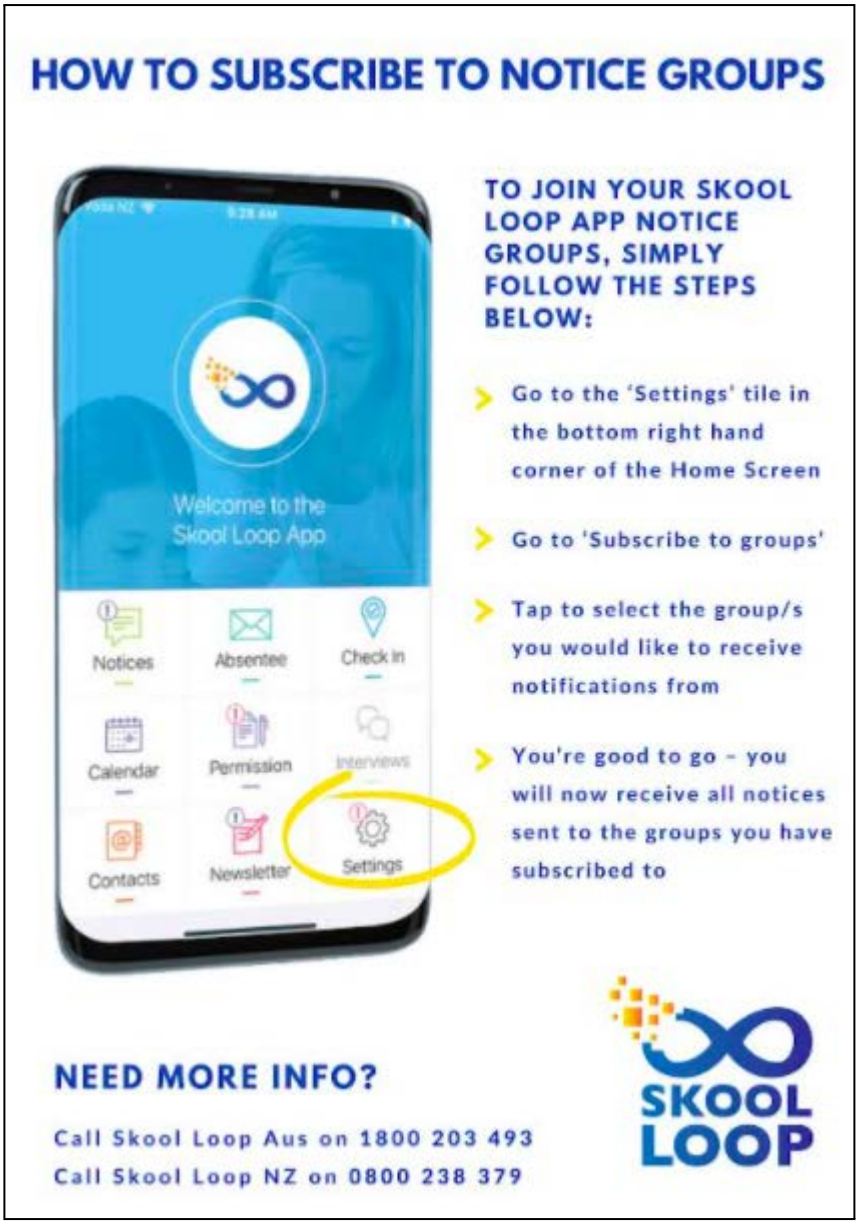
BOARD NEWSLETTER

The Board of Trustees is updating our school community of important Governance news via a section in the school newsletter.

TEAM AND CLASS COMMS

Teachers will communicate to you via a variety of different communication channels - class newsletter/homestudy, class blogs, email. From time to time at school, there will be things that worry or concern some of our families. As per our channels of communication, please first address your concern with your child's classroom teacher:

1. Should you have a complaint or query concerning your child, first contact your child's guardian teacher.
2. If the issue remains unresolved after speaking with the classroom teacher, please contact the relevant Team Leader/Deputy Principal (see school organisational chart on the website).
3. Only then should the Principal be involved.
4. The Principal will make every attempt to resolve the situation. At times a verbal concern will become a written concern.



This is desirable in that it provides an opportunity to formulate a full and detailed response. In the unlikely event of the Principal being unable to arrive at a mutually acceptable solution to a concern, she will take the matter to the Board for their consideration. It can be quite upsetting for a teacher to have a complaint laid against them but be assured the school handles such matters in a sensitive and supportive manner for everyone involved. We strive to uphold everyone's rights, and ask that you do the same and do not discuss your complaint with other parents/guardians as this is not fair to the staff member concerned.

If you have a complaint against the Principal, and this has not been resolved after approaching her, you are entitled to make contact with the Chairperson of the Board, who then follows a set procedure. The Board deals with all complaints and concerns in a way that is fair and reasonable, as timely as is practicable, transparent, accessible, consistent, mutually communicative and compliant with the Board's legal obligations, School Charter and School Policies and Procedures.

TEXT
If your child is absent and the school has not been notified, you will receive a text from the Student Management System asking for an explanation to be provided. On occasion, we also use the texting option to push out important notices.

FACEBOOK
Our New Windsor School Facebook is designed to promote a sense of community and is used to provide families with information about events and activities and positive achievements within our School. The page compliments our regular communication modes (such as the Communication Update and App Alerts) For anyone wishing to join our Facebook page, the best way to receive updates is to visit our page and press the thumbs up "Like" button. This way when updates are posted, you will receive them on your Facebook news feed.

TWITTER
Join us on our Twitter feed - @newwindsorsch.

INSTAGRAM
Join us on https://www.instagram.com/newwindsorsch/

CLASS BLOGS
Not only are these an excellent opportunity to see what is happening in the classroom, but it is also a good opportunity for our tamariki to reflect on what they have learnt.

The benefits of blogging:

- Reflecting on learning encourages students to identify areas they may need to work on, use their existing knowledge to develop new ideas or understand a new concept by relating it to their previous experiences.
- Increase engagement in reading and writing.
- Improve communication skills

You can access our class blogs through our website:
https://www.newwindsor.school.nz/classroom-blogs/

YOUR CHILD'S PROGRESS - How do you keep informed:
Here at New Windsor School we run a **Home-School Partnerships** 'programme' that involves meetings and opportunities at school that focus on empowering families, teachers and children to strengthen home-school relationships and to work together to support children's learning.

Sharing Student Progress
Strong partnerships between school and family play a critical role in a child's learning. An essential part of this partnership is the exchange of information between all involved parties about the child's learning and development. The working together of home and school towards setting and achieving realistic goals was identified as a high priority from parent feedback and from staff and School Board discussions

Home School Partnership Programme Important Dates:

TERM ONE	TERM TWO	TERM THREE	TERM FOUR	ALL YEAR
Family Goal Setting Meetings	Written Reports		Written Reports	Open Door Policy Curriculum Nights
TWP and Pasifika Hui	Student Parent Teacher Conferences	TWP and Pasifika Hui	Student Parent Teacher Conferences	
			Y5 - 6 Open Day	
Ako Hiko Digital Whanau Night		Ako Hiko Digital Whanau Night	Ako Hiko Whanau Night for Year 4s	

NEW WINDSOR SCHOOL BOARD

HOW SCHOOLS ARE RUN

All schools must operate under the provisions of the Education Act of 1989. Boards of trustees govern all state and integrated schools in New Zealand.

The boards are made up of:

- elected parent and community volunteers
- the school principal
- a student representative
- a staff representative
- and in state integrated schools – representatives of the property owner.

Independent schools are governed by committees, trustee boards and management boards acting on behalf of the owners.



Boards

The Board governs the school, employs the staff and manages school property. Every board must establish a Strategic Plan which sets out the aims and objectives of the school. School Boards are then accountable for meeting the objectives in their charter and for managing the funds they receive from the government to run the school. They are required to present an annual report to the Ministry of Education which is available for you to see.



The Principal
The role of the principal is to manage the day-to-day activities of the school within the policies set by the Board.

Parents
Parent groups also provide support to schools. Parents are encouraged to help out however they can at their child's school. Check with your school to see how you might be involved.
http://www.minedu.govt.nz/Parents.aspx

Understanding deciles
Deciles group schools in a way which reflects the average family or whanau backgrounds of students at the school. It is a funding mechanism to help the Ministry of Education allocate funding to schools in an equitable manner. It is not a measure of the standard of education delivered by a school.

The increased funding given to lower decile schools is to allow those schools to cover the increased learning needs of their students and because of this funding, decile ratings have little to do with what and how well your child will learn. There are ten deciles and around 10% of schools are in each decile. Schools in Decile 1 have the highest proportion of students from low socio-economic backgrounds and schools in Decile 10 have the highest proportion of students from high socio-economic backgrounds. The lower a school's decile rating, the more funding it gets.http://www.teamup.co.nz/helping/pta/default.htm

Boards of Trustees have been given the power, by the Education Act 1989, to control the management of our school. Our Board consists of 7 parents elected by parents of pupils for a 3 year term, the Principal and a staff representative, elected by fellow staff members.

Chairperson	Ashley Quensell
Deputy Chairperson	Jo Morgan
Principal	Lisa Harland
Staff Representative	Phonderly Siohane
Other Board Members	Megan McGrath, Tavake Marsters-Singh, Scott Leman, Bryce Jones, Selah Hart

The Board operates as one but often forms smaller committees for different projects and pieces of work. The committees then report back to the Board.

Board meetings are held twice a term on a Monday evening in the school office or staffroom. Dates and times for meetings are advised in the school newsletter. Board meetings are not public meetings, but meetings held in public which all New Windsor School parents are welcome to attend.

The Board, as representatives of the parents, welcome comments and suggestions which will make us a more effective school. Please contact our Board Secretary via email at botsec@newwindsor.school.nz with your feedback, or if you would like to discuss Board related school matters.

SPECIALIST SCHOOL PROGRAMME

Ako Hiko 1:1 Device (Chromebook) Programme Year 5 - 6

In 2014 New Windsor School began its journey as a 1:1 Device programme for Year 5-6 students. All Y5-6 classes are a 1:1 digital programme (1 Chromebook device to 1 student).

New Windsor is part of the Ako Hiko cluster. Ako Hiko aims to accelerate student achievement through equitable digital access. Ako Hiko offers access to devices for our students and you can purchase a device package through them at a subsidised cost. They also offer extensive professional development for our teachers. For more information on Ako Hiko please visit: https://www.akohiko.org/home.

The Ako Hiko Trust is a charity that has bulk purchasing power and can negotiate an affordable Chromebook package that allows all families to have access to a device at a lower price.

The package will give you:

- Chromebook model that is durable and longer-lasting.
- Bag with 6 years warranty
- 3 years Manufacturer's Warranty
- 3 years of insurance that covers accidental damage, loss and theft
- 2 years of Technician access.



Chromebooks are being used in many schools across New Zealand as a way of bringing modern, self-directed learning to students and enabling them to use technology in our changing world. Offering students Chromebooks to school will mean a greater number of devices in the school, allowing students to use them across a greater number of curriculum areas and will allow teachers to present a greater amount of their programme digitally.

So why 1:1 Device Programme?

1:1 Device Programme allows students to have a one-to-one device that is set up to their specifications for their learning. This has many benefits, including:

- enabling students to take increasing responsibility for their own learning;
- empowering students to learn at their own pace and place, as well as in a way which suits them;

- teaching students how to discern which tool will best help with their learning;
- encouraging and enabling teachers to more easily implement personalised learning;
- preparing students for a future where they are likely to be working in an environment with an increasing number of technology and IT/collaborative/cloud based tools.

How does Google Workspace work?

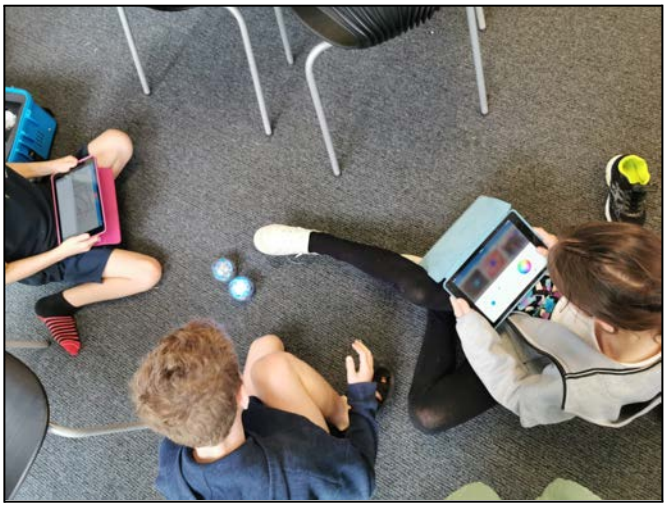
The Google Workspace for Education suite offers apps for email, calendar, blogs, documents, presentations and website creation as well as Google Drive, which is a way of organising all of the work completed on these apps. The use of these 'apps' is free and can be used in 'the cloud' - a collaborative environment where others can access and work on documents together in real time. Google Workspace allows students to access their work from school, home, the local library - anywhere with an internet connection.

What is Hapara Teacher Dashboard?

Hapara Teacher Dashboard is an interface which brings together the tools of Google Workspace in an overview style so that teachers can access, set tasks, mark and comment on work completed in the Google Workspace suite. It gives teachers the ability to oversee an entire class of work, like they would a class set of exercise books. It also allows teachers and senior school staff the ability to oversee all the online activity of any student account.



This gives the ability to do a range of things, including, but not limited to: changing passwords if students forget them or suspending an account if the Student Responsibility Agreement is breached.



You can read more about Teacher Dashboard here:http://hapara.com/products/#teacher-dashboard

Why a Chromebook?

- Chromebooks work seamlessly in the Google Environment.
- Cloud-based storage.
- Automatically complete software updates without disruption.
- Light-weight.
- Less on-device distractions.

How long will my child spend on their device?

At New Windsor School we aim for a style of 'Blended Learning' in our Year 5 - 6 classes. This means that students will enjoy learning both with their devices and also with more traditional means of learning as both are valid. Students will also be encouraged to take breaks from their screen in what is considered good practice for this type of learning.

Will the use of these devices in classrooms cause my child to be distracted?



Chromebooks at school will have the sole use of being used for educational purposes. Our current learners are more engaged and motivated by this type of learning, rather than distracted. As with all learning styles, teachers will also have procedures and guidelines in place for ensuring that learning is happening.

How is access to potentially harmful material limited at school?

As with all internet use at New Windsor School, there is a filter that blocks visiting sites with a potentially harmful nature. This system is far more robust than what is ordinarily in place in the home setting. Teacher Dashboard also allows teachers to monitor students' emails and correspondence in the Google suite so as to limit potential negative behaviour and exposure here. The Cyber Safety Agreement that students and parents sign has very clear guidelines for what to do if and when an issue occurs. If a security breach or misuse occurs, this is used as an important authentic learning opportunity, as these things may occur both inside and outside of school and students need to be prepared for how to deal with such situations.

How will the device be kept safe at school?

Year 5 - 6 classrooms have procedures in place for looking after devices - where to place the device when they are not in use or students are out of the classroom. Although every effort is taken to keep devices safe by both the students and the teachers, the overall responsibility lies with the student to follow these procedures to ensure the safety of their device.

What about the other students who do not have a device?

Students who do not have a device will have access to school owned devices, both Chromebook as well as other options that have always been provided in classes. This means that students who do not have devices will have more time to use classroom equipment as the ratio of those that need access to it decreases with others using their own device. New Windsor School will continue to purchase IT equipment for classes to supplement the devices brought in by students.

What if I decide not to purchase a device?

Devices can be purchased at the end of the year, or not at all. Students will still continue to learn in a 'blended learning' style and will not be disadvantaged. School owned devices will need to be shared amongst students and one-to-one is unlikely.

ICT

We are well equipped with devices throughout the whole school. Junior classes have access to iPads as a tool for learning. Moving further up the school, iPads and Chromebooks are available to children to use within their daily programmes.

Our digital programme approach is about balancing digital and non-digital tools. Our main aim is to use the tools to create. Our ICT programme is around Manaikalani's Learn, Create and Share philosophy. For more information on the Manaiaklani's Learn, Create and Share philosophy please visit: https://www.manaiakalani.org/programme/pedagogy.

We have a comprehensive and detailed Cybersafety Agreement that all students and parents must read and complete before children are allowed access to ICT equipment. We seek permission for all student images and student work to be published in school newsletters, blogs, on our website and Facebook page.

READING RECOVERY

Reading Recovery is an effective early literacy intervention designed to significantly reduce the number of children with literacy difficulties in schools and operates alongside the classroom literacy activities.
Reading Recovery provides daily one to one teaching in Reading and Writing for 30 minutes with a literacy specialist. This is for students who make the slowest progress in literacy learning after one year at school. Most students receive Reading Recovery for twenty weeks or less, depending on their acceleration rate. They are discontinued when they reach the level of their peers, Turquoise/Level 17 and their stanines on The Observation Survey are 5 or above.
If a student does not reach this level the Reading Recovery teacher discusses further support with the SENCO and Lead Teacher of Reading. A referral is then made by the SENCO to the Resource Teacher of Literacy (MOE).

LEARNING THROUGH PLAY

A Learning through Play Programme within its New Entrant and Year One classes. The move towards such a programme comes after discussion within the management and teaching teams, along with parent feedback, in regards to developing our current programme to better cater to the needs of our youngest learners and to smooth the transition from early childhood centres to school.

The Learning through Play Programme allows us to timetable 'play' within our daily programme. The play time will be carefully planned with the aim of developing the social and emotional well-being of the children so that they are better equipped to cope with school and all its challenges. The planned play will also target the pre-skills that many of our children are missing, focusing specifically on developing the building blocks to Literacy and Numeracy in a setting that is safe and engaging for our learners.

Our belief is that if we can settle and engage our children sooner and provide a programme that allows them to successfully develop the skills for school, we will begin to see a shift in how they view themselves as learners. Children having a positive view of themselves as successful learners is something that the whole school will benefit from as they move through the years.

OPPORTUNITIES FOR STUDENTS TO GET INVOLVED

We offer a number of extra curricular activities and roles of responsibility for your child to get involved in during their time at New Windsor School. Below are some of the activities on offer:



KAPA HAKA

We have a very successful kapa haka group at school. Please contact Tini Walker on twalker@newwindsor.school.nz for more information about out kapa haka group.

MUSIC LESSONS

Keyboard, guitar and ukulele lessons are offered from an instructor from Musiqhub. These lessons are taken in class time. For more information visit www.musiqhub.co.nz or phone Jakub Roznawski on 021 02420972.

SCHOOL VEGETABLE GARDEN - GARDEN TO TABLE

New Windsor School's vegetable garden is looked after by our students with the assistance of an adult co-ordinator. If you would like to be part of this team please email khenderson@newwindsor.school.nz

SCHOOL PETS

At New Windsor School we have two pet rabbits. Students are offered the opportunity to help care for our pets. Duties include cleaning the enclosure as well as feeding, watering and loving them.

SPORTS

Our Sports programme is based around encouraging our students to do their best when representing New Windsor. We do this by focusing on the skills the individual brings to the activity they are participating in. We set goals based on what the team can control and focus on enjoying ourselves - winning is a by-product of effort. In sport you are continually working on your resilience as things happen and you deal with the challenges before you.



Netball

We have netball teams for Senior school children to join. Games are played at Windmill Netball Courts in Mt Eden as part of the Three Kings Competition. Training is held after school. Parent help is needed for this so let us know if you can offer your assistance.

Swimming

Dean Greenwood Swimming School provides our students 10 free lessons. Your teacher will notify you of your class's lesson times.



Other Sports

Students in Years 5-6 have opportunities to join school teams for the Western Zone sports days. Some of the teams we send to these include:

Rippa Rugby	Swimming	Soccer	Hockey	Cricket
Contact Rugby	Netball	T-Ball	Cross Country	Athletics
League	Gymnastics			

At these tournaments, the teams will play against teams from surrounding schools. Please note that these sports teams are not weekly sports teams.

LEADERSHIP OPPORTUNITIES

We are very proud of our leaders for the incredible support they give and the positive role models they are to our student population. Our school leaders help make our school the fantastic place it is.

School Leaders

"Ko ngā pae tawhiti whāia kia tata, ko ngā pae tata, whakamaua kia tina."

"The potential for tomorrow depends on what we do today."

We believe in the leadership potential of each and every child. There is leadership in all of us to be nurtured in all learning contexts.

Our Student Leadership opportunities develop:

- Personal Growth
- Sense of pride and worth
- Service to the community
- Sense of reliability and responsibility
- Self-Management

This group of students is chosen from our Senior school, Years 5 - 6. They meet each week and are involved in:

- Developing their leadership skills
- School Tour Guide
- Peer mediation
- Organising and running our school assembly
- Deciding on and running our fundraising event each term for various charities

Fale Leaders

This group of students is chosen from our Senior school, Years 6. They support the organisation/running of:

- House challenges each term
- School sporting events ie. swimming, cross country and athletics
- House points tallying
- Promoting team spirit

Wet Day Monitors

Our Student Leaders are rostered to help supervise younger year groups during breaks on wet days.

The role of our House Leaders is to be role models for all our younger year levels. They are reliable students who show good leadership attributes. The selection process includes older students and our staff choosing our team of student leaders.









Enviro Group

An opportunity for Year 3-8 children to join and get involved with environmental issues at school. Children are responsible for the major construction projects, pruning and planting of trees, collecting food scraps for our worm farm, selling worm tea and creating opportunities for other fundraising options such as a table at market day selling reusable food wrappers.

Library Monitors

We have some enthusiastic students who volunteer in the library as Library Monitors. This is a responsibility offered to Year 5 and 6 students. Interested students are invited to apply at the beginning of each year. Library Monitors assist the Library Manager Tatyana with processing, shelving books and other general Library duties. They are also responsible for helping to keep the library a safe, welcoming place where people can come to work, read a book, play games and be with friends.







If there is any other information you need, please get in touch with us.
Welcome to New Windsor School

