NEW WINDSOR SCHOOL

Growing Confident Learners



NAU MAI HAERE MAI, AFIO MAI!

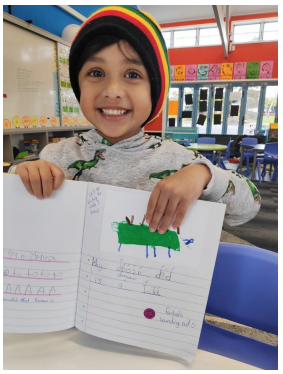
Welcome to New Windsor School.
This booklet is to help you and your child get settled into our School environment, as they begin their Primary School journey.
Let's start





Be respectful, be responsible, be the best you can be.





Whai koha, Kawe haepapa, Hikina te mānuka

Please share your child's Early Childhood Portfolio or Learning Story Journal with us. We want to see all the wonderful learning

185 New Windsor Road, New Windsor, Auckland 0600
Ph: (09) 628 8001 Fax: (09) 626 6591
Email: office@newwindsor.school.nz
Facebook: https://www.facebook.com/newwindsorsch/ Twitter: @newwindsorsch
Postal/Pedestrian: 185 New Windsor Road, New Windsor, Auckland 0600
Vechile/Pedestrian: 64 Peter Buck Road, New Windsor, Auckland
School Office: (09) 628 8001. Office Hours 8:00am – 4:00pm Monday - Friday

your child did at pre-school. Your child can bring their Portfolio/Journal to school during their visit or when they begin school.

GETTING READY FOR SCHOOL

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.

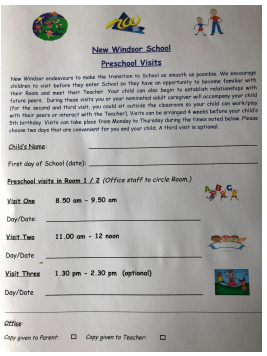


Please bring:

- Your child's New Zealand Birth Certificate or Passport
  or
  Your child's overseas Passport with a current visa.
- Immunisation records for your child.
- B4 School Check.

Our office staff can help you fill out the required forms.

We suggest up to 2 pre-visits to help your child become familiar with the School environment, their class and Teacher. A third visit is optional.


New Windsor School
Preschool Visits

New Windsor endeavours to make the transition to School as smooth as possible. We encourage children to visit before they enter School so they have an opportunity to become familiar with their Room and meet their Teacher. Your child can also begin to establish relationships with future peers. During these visits you or your nominated adult caregiver will accompany your child (for the second and third visit, you could sit outside the classroom as your child can work/play with their peers or interact with the Teacher). Visits can be arranged 4 weeks before your child's 5th birthday. Visits can take place from Monday to Thursday during the times noted below. Please choose two days that are convenient for you and your child. A third visit is optional.

Child's Name: _____

First day of School (date): _____

Preschool visits in Room 1 / 2 (Office staff to circle Room.)

Visit One 8.50 am - 9.50 am

Day/Date: _____

Visit Two 11.00 am - 12 noon

Day/Date _____

Visit Three 1.30 pm - 2.30 pm (optional)

Day/Date _____

Office:

Copy given to Parent: ☐ Copy given to Teacher: ☐

Visits can take place from Monday to Thursday at:

- 8.50 am-9.50 am
- 11.00 am - 12 noon
- and the optional third visit 1.30 pm-2.30 pm

There is a form available at the School Office for you to complete for Preschool Visits. Please complete the form before visits take place.

THE FIRST DAY!





Please bring your child to the School Office between 8.30 am and 8.45 am on their first day.

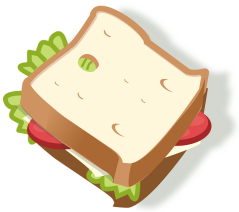
Stay for a brief time. Even if your child seems upset, they usually settle quickly. You are more than welcome to ring the office after a few hours if you are concerned about how your child is settling.

Children finish School at 3.00 pm. On the first day please let the Teacher know who will be picking up your child if it is not you.
Please let us know if they are enrolled at After-School care.

WHAT TO BRING EACH DAY

- A brimmed sunhat (Terms 1 and 4) (Hats can be purchased from the School office.)
- Morning tea
- Healthy lunch
- Water bottle (with water only)
- Spare clothes (pants, t-shirt, underwear, dress or skirt). Please make sure you name your child clothing.
- School bag (please ensure it is big enough to hold belongings, eg a large book bag) and can zip up, close.







STATIONERY

There is a stationery pack for New Entrants children. Please ask the office for a stationery list and purchase the stationery from the School Office.




BELL TIMES

8:30am	Teachers in classrooms.
8:55am	First bell. Children begin class. First teaching session.
Between 10am – 10:30am	Supervised morning tea eating either inside the classroom or outside.
10:30am	Morning tea play. (20 minutes)
10:50am	Second teaching session.
12:30pm	Supervised lunch time eating (10 minutes). *Children can continue to eat if they are not finished within 10 minutes.* After eating, play.
1:25pm	Third teaching session.
3:00pm	End of School day.

ENCOURAGING INDEPENDENCE

Developing independence is an important goal in the first year at School.



There is a huge focus on teaching Children to be independent in all areas of their learning and Schooling.

Please You can help by:

- Letting your child carry their own school bag and come to the classroom by themselves once they have settled.
- Expecting your child to be responsible for their own bag and belongings (hanging their bag on a hook, taking care of their clothing, shoes and book bags).
- Letting your child put their own book bag away each day at home.
- Teaching and enabling your child to pack and carry their own School bag.
- Giving your child time to do all they can for themselves.
- Encourage your child to wash their hands on a regular basis.
- Have constant, daily discussions with your Child on how their Schooling day was, reading daily with them and engaging them in conversations.





HELPFUL HINTS ABOUT SCHOOL LIFE

- The Junior School Team consists of New Entrant-Year 1 and Year 1-2.
- Junior team Assemblies take place where Principal's Awards are presented. Parents are invited to see their child receive an award at these assemblies.
- Parents are notified through the class home study sheets and school fortnightly newsletter when Junior team assemblies will take place throughout each term.
- Some Fridays we may have whole School singing assemblies They begin at 12 noon (be seated by 11.50 am). These will be in the School newsletter. Parents are welcome to attend.
- School boundaries are in place for safety reasons. All children must stay within the School grounds during School hours. Junior children are encouraged to play on the playgrounds near their classrooms, playing in areas 1 and 2.
- There are two breaks daily. Classroom Teachers supervise your child's eating and during the play time there are Duty Teachers covering each area of the School. Please encourage your child to seek help from the "Duty Teachers" if they have any problems. They wear bright coloured visible vests.
- It helps to cut small lunches and discuss with your child what to eat at each break. Please ensure your child can unwrap the food provided. We do like 'litter-free' lunchboxes. High sugar, salt and colour content foods are ***discouraged*** at School.
- Lunches can be bought at the School Office between 8.30am-8.50am - the Office can provide you with information and a menu.
- Please name all clothing. Lost Property is located in a box opposite the School Library (please ask if you cannot find it).

- Reading is sent home every day. Please check your child's bag for a daily reader. Also check your child's bag for any School notices.

- The School newsletter is published fortnight on a Tuesday. You can expect to have this delivered to your email inbox on Tuesday's from 3.00pm. In addition to the school Newsletter we have digital updates via email that go out regularly, and updates from our School App - SkoolBag App (see details on downloading this app further in the newsletter). In addition to our regular communication we have launched a Facebook page, and are on Instagram as well. We aim to look for further ways and means to connect, communicate and celebrate with our school community.
- We have a Home Study sheet that children complete as homework at home over a week. It is homework for the week and relates to current learning in the classroom. Children only need to do what they can. Home study is NOT compulsory. Your child's Teacher will tell you more about this.
- Please read to and with your child every night, and every opportunity you get.
- Reading together is a great activity to do together.









WORKING TOGETHER IN PARTNERSHIP

It is all about "whanaungataunga" (relationships).
We want to work together in partnership.
Home and School Partnership.



There are several ways you can help prepare your child for School. We find children can get off to a great start if they can:

- Use the toilet independently (and wash/dry hands).
- Recognise their own clothing (please have these named).
- Dress themselves into togs/clothes quickly during swimming season.
- Follow simple instructions.
- Use a handkerchief/tissue correctly. Cough into their elbows.
- Tell an adult if they are troubled about something/someone.
- Put their own reader and book bag away.
- Remember to pack their book bag into their school bag daily.
- Recognise their name.
- Turn the pages of a book carefully.
- Stay focused for a short time (e.g. listening to a story).
- Play and work alongside other children.

This is by no means a required list of skills before children start School. Children develop at different rates and times, so don't worry if they don't have some of the skills above.

Once they are at school Teachers do a one month check to see if a child can:

- Use a pair of small scissors to cut out.
- Hold a pencil correctly.
- Write their name.
- Recognise and name basic colours and shapes.

Other ideas which help prepare your child for School success is:
If your child can speak their own language , please encourage this.
Being able to speak more than one language (Other than English)
Is a huge asset to a child.

- Read to your child daily. This is the beginning of your child learning to read. Talk about the story too.

- Lots of valuable reading skills are learnt through reading and rereading favourite books. Visiting the library is a great way to encourage a 'love of books'.
- Participate in any pastimes like walks, visits to the playground, family games. Such activity contributes to your child's development and experiences.

- Expect your child to be tired during the first few weeks of school and plan for 'low key' after school activities.

- **Modelling** is a powerful tool. Children copy adults and therefore seeing you read, write, draw etc sends important messages that these skills are necessary and enjoyable for everyday life.

- **Have conversations with your children**. Oral language is the base for reading and writing. Build the vocabulary.

- Articulation of letters - model correct sounds for children. They can get into habits within 5 years of how they think a letter sounds - help them to sound letters correctly.

- Gross motor skills - hopping, skipping, jumping, galloping….. Fine motor skills - use playdough at home - rolling little balls; colouring in, painting.

- Mathematics : what a child learns:
  - recognising numbers
  - counting forwards and backwards
  - before and after numbers
  - patterns to five - 1 and 4, 3 and 2
  - adding a small number of objects together
  - splitting a group of objects to see what is left

  If they know these things we move up to
  - counting forwards and backwards 0-20
  - recognising numbers 0-20
  - understanding the concept of ½ and ¼
  - counting all objects
  - sharing equally
  - quickly recognising dot patterns

- Writing - forming letters from the top/no capital letters in the middle of names. *At New Windsor we follow the "Casey Caterpillar" handwriting programme.* Your child's Teacher can tell you more about this programme.
- There are also flyers/ handouts that we can give to Parents about Casey Caterpillar.

PLAY BASED LEARNING:

Our New Entrant classes integrate play based learning activities alongside the New Zealand curriculum. At New Windsor School we are growing confident learners together. An integrated curriculum is where we continue supporting children in their transition to school. The Teachers encourage children to voice what they are doing and encourage children to be curious and to ask questions.

We aim to build a strong partnership so please:

- Send your child to School every day unless he/she is sick. If your child is unwell please keep them at home.This first year is very important for success at School.
- Ensure your child is on time for School each day. School starts for the day at 8.55am. Children who arrive after 8.55am should report to the office before going to their classroom. This enables us to amend the attendance roll.
- Share any concerns with us. Have a chat to your child's Teacher and if necessary this can be followed up with the Associate Principal and/or Principal. Questions regarding teaching programmes or other children are best discussed with the Teacher, rather than with or in front of your child.

- We get in touch to share information about your child's learning. We set goals and discuss how you can help.
- Come and help in the classroom (once your child has settled) or with School trips, making resources, gardening etc. See the class Teacher about any help you can offer.
- Talk to your child about what they have been learning at School. Be supportive and positive!
- Parent help in the classroom is encouraged and discussed with the teacher as to in what areas Parent help is needed. What ever time as a Parent that you can

Together we will work towards "being respectful, responsible and the best we can be" for a great start as a student of New Windsor School.







NEW WINDSOR SCHOOL APP

New Windsor School now has our own Skoolbag Smartphone App to help us communicate more effectively with our Parent/Student community. The iPhone app is available from the App store or you can get the Android version in the Google Play Store. We are asking parents/students to install our Skoolbag App as we use it extensively to send out information to parents and students. Instructions for downloading the app are on the link below

Skoolbag Download Instructions PDF

THE SCHOOL ADMINISTRATION OFFICE



The office is open from 8:00am to 4:00pm, Monday to Friday. It is particularly busy from 8.30am to 9.00am and 2.50pm to 3.15pm. During these times there may be a waiting time.

MEDICAL TREATMENT & EMERGENCIES



From time to time children fall sick or have accidents at school. When a child is treated in the medical room for minor hurts/illnesses, a copy of the treatment advice slip is sent home with the child. For more serious injuries or illnesses the child's caregiver is contacted. It is very important that we have up to date phone numbers for each student's parent/caregiver and their nominated emergency contacts. **If the daytime phone numbers for any contact changes – please advise the school promptly.**

ADMINISTERING MEDICINES AT SCHOOL



If your child requires medicine to be given to them at school, please contact the office for a **form that must be completed** before medicines can be administered by school staff. School staff will only administer prescription medicine which has been supplied to the school in the original, labelled container as supplied by the pharmacy.

BEFORE AND AFTER SCHOOL CARE

Schools Out runs their before and after school care from the New Windsor School Hall each day 7.00am-8.30am and 3.00pm-5.50pm. WINZ subsidies are available. For all enquiries, fees and enrolments, please contact Sharron Chambers on 828 0427 or 0212392116.

OUR SENIOR MANAGEMENT TEAM AND OUR NEW ENTRANT TEACHERS

Lisa Harland	Principal
Phonderly Siohane	Deputy Principal (Also Team leader of all NE-Yr 2 classes.)
Maria Laxa	Deputy Principal
Wendy Tannahill	Assistant Principal (Also School Senco)
Kamilla Lang	Teacher, Room 3
Kathy Tobin	Teacher, Room 4
Priya Rao	Teacher, Room 5

OUR BOARD OF TRUSTEES

Ashley Quensell	Chairperson
Jo Morgan	Deputy Chairperson
Megan McGrath	Board Member
Scott Leman	Board Member
Khalid Bouladam	Board Member
Tavake Marsters-Singh	Board Member
Bryce Jones	Board Member
Phonderly Siohane	Staff Representative



