



*A Community Growing Successful Learners*

**PARENT  
INFORMATION  
2023**



# GLENFIELD PRIMARY SCHOOL PERSONNEL

<b>Principal</b>	Mrs Christine Cooper
<b>Deputy Principal</b>	Mrs Jennifer Lundin
<b>Deputy Principal</b>	Mrs Jules McCourt
<b>Room</b>	<b>Teacher</b>
<b>1</b>	Jill Monteiro (New Entrant)
<b>2</b>	Donna Love (Y1)
<b>3</b>	
<b>4</b>	
<b>8</b>	Louise Miller (Y4/5/6)
<b>9</b>	Scott Hillman (Y5/6)
<b>10</b>	Sue Jerg (Y5/6)
<b>11</b>	Donovan Smith (Y5/6)
<b>12</b>	Isabel Blundell (Y3/4)
<b>13</b>	Andie McGuinness (Y2/3)
<b>14</b>	Jo Seaman (Y4)
<b>15</b>	Chelsea Dudley (Y3/4)
<b>16</b>	Heather Lister (Y2)
<b>19</b>	Jeanette Neil (Y1/2)
<b>Teacher Aides</b>	Claire Phillips Ake Leaana Sharon Hohaia Muriwai Matthews
<b>Release Teachers</b>	Rosemary Robinson Inas Ali Katie Neeve
<b>Office Manager/Principal's PA</b>	Sarah Fitzgerald
<b>Receptionist/Office Assistant</b>	Jo Cowell
<b>Library/Resource Manager</b>	Claire Phillips
<b>Property Manager</b>	Trevor Best
<b>Board of Trustees (B.O.T.)</b>	<b>Current Board Members are:</b>
<b>Chairperson:</b>	Mike McCaw Brian Glass Yoyo Fu Fiona Smith Shail Stewart Christopher Marshall Jo Cowell

The Board of Trustees are responsible for the governance of our school. It is an important role in that it ensures the needs of children and their learning remain paramount. Board meetings are open meetings and are held monthly. Notification of each meeting is via the school newsletter and parents are welcome to attend. The Board is elected by parents every three years.

## Open Door Policy

Parents are welcome at any time to be involved in their child's learning. We encourage your participation in assisting in classroom programmes and see this as a valuable experience for both parents and children. Please see your child's teacher and/or the Deputy Principal Mrs Jenny Lundin, to express your interest. Please contact the school if you are interested in helping.

All parents are welcome to make contact with Chris Cooper (Principal) or any member of the Senior Leadership Team if you wish to discuss any matters relating to learning programmes or any issues you may have.

We endeavour to contact parents or caregivers personally to share the progress and achievement of your children on a regular basis.

## We are very proud to offer our students the following:

### Academic Opportunities

A whole school inquiry approach to learning

- G - Get Going
- R - Respond
- O - Organise it, create it
- W - What now, where to? Share it



At GPS we have an inquiry model that provides an approach to develop independent learners. Our learners go through a process where they connect with, and utilise and apply information to build new learning and understanding.

We have a strong focus on literacy, numeracy, technology and the other 4 essential learning areas.

We encourage the children to be self-regulating and empower them to use progressions and learning tools to inform their next steps for learning and to set goals.

### Sports Opportunities

#### Sports groups

Glenfield Primary is traditionally very strong in sport and we place a big emphasis on encouraging our students to become involved in a number of sports and sporting activities and to "have a go." Opportunities are made for students to participate in rippa rugby, touch rugby, miniball, netball, soccer, hockey, swimming, AFL, street hockey, aerobics, cross country, volley ball and cricket. We are part of the Glenfield Sports Cluster which provides professional development for teachers and opportunities for interschool competition.

### Cultural Opportunities

#### Culture groups

The school offers a variety of cultural experiences. These include Kapa Haka group, Tongan group, Filipino group, Hula group, Sasa group, South African group and Indian group and more depending on availability of tutors. Composition of these groups alters to accommodate the various communities within our school. We have fantastic support from parents who are willing to give their time to help train, both in school, and out of school hours. Performances are always of a high standard.



## Arts Opportunities

### The Arts

The school offers opportunities for our children to be involved in a number of areas within the performing arts. Choir groups are trained each year to perform at different festivals and events. Other groups include hip hop dancing, drama, guitar and recorder lessons. Student inquiry ensures that the Arts Curriculum has a learning focus each year.

## Excellent Facilities

### Library

Each class is time-tabled for library sessions during the school week. Books may be borrowed for a period of two weeks. All books must be returned at the end of each term. We welcome parent help in processing and repairing books, and shelving returned books. We have a computerised issuing system. The library is open at lunchtime for children to read and take part in a variety of library activities.



## Digital Technology

Our school is very well resourced with digital devices which are used to support the learning programme. At GPS Digital technologies support our students develop the confidence and skills, not only to use and understand digital technologies but to design and develop digital outcomes.

## Camp and EOTC

### EOTC Opportunities

Education outside the classroom, such as school camps, provide a variety of opportunities for learning, personal growth and social development. This year the Year 6 students will participate in a camp experience at Shakespear Lodge in Whangaparaoa. Students will use inquiry to identify their goals and the resources needed to make this a successful learning experience. Parents are most welcome to be part of this outdoor education experience.



Our Year 5 students also take part in an EOTC experience in Term 4 each year. This usually includes a day trip to a marae or venue that our students have not previously had the opportunity to visit.

## Leadership Opportunities

### School Leaders

Based on specific criteria for selection, Year 6 students are chosen as house or school leaders. These students help organise, and are responsible for many and varied tasks across the school and within their houses.

### Houses

Pupils, upon enrolment, are placed in one of four school houses. The house system encourages interaction between senior and junior pupils and provides a platform for our senior pupils to develop leadership and personal skills, as they take up the role as leaders.

## Swimming Pool

Weather permitting; a swimming programme operates from November to March. Generally senior pupils swim in the mornings, middle syndicate between interval and lunchtime, and junior syndicate classes in the afternoon. Each year the children are provided with funded swimming lessons.

A key is available for school families to hire for use of the pool during the summer holiday break and outside of school hours during Term 1. Availability is advertised in the school newsletter and is on a first in first served basis.



## Garden to Table

In 2016 we became a Garden to Table school. Garden to Table builds skills for life through highly practical hands on classes, with a focus on the teaching of gardening and cooking skills, while building an awareness of responsibility for the environment, healthy eating and community connectedness. In 2022 our Year 5 children will take part in the programme. Visit our website for more information.

## Enviro School

We are currently a Bronze Level Enviro school and are working towards Silver. We have started work on getting to know our environment better and are creating a whole school vision. Students at our school are exploring options and finding some ways to take action for a sustainable future.



## Music

The school has a senior and a middle school choir who perform at various community and school functions. Small group instruction is also provided in recorder (beginner and advanced) and other instruments, depending on teacher expertise. The N.Z. Modern School of Music provides specialist piano and guitar tutors for private lessons during the school day. Should you wish your child to receive this service, please call 0800-696-874 or collect an enrolment form from the school office.



## Travel Wise to School

(Working with the Council)

Our objectives are to

- Reduce school related car journeys
- Increase walking, cycling and use of public transport
- Create a safer environment
- Reduce child casualties
- Increase children's independence and road safety
- Increase health and fitness

Events such as bike parades, wheels day, winter walkers, will be advertised through our newsletters. Please support us by participating in these activities.

## ESOL Programmes

ESOL programmes are available for students who have English as a second language. We offer support to bilingual learners in their acquisition of English in two ways. They are withdrawn from classrooms to learn in small groups with a specialist trained in English second language teaching, or they are supported in class. Some of our teachers are TESSOL trained and they bring this specialised teaching to their classroom practice.

We value diversity and welcome the rich cultural and linguistic knowledge that bilingual learners bring to our school. We form strong home-school partnerships and encourage continued use of first language in the home to support learning.

## Special Programmes

Programmes are offered in a variety of curriculum areas for pupils who require extra assistance or have special abilities. These can take place within class programmes or children may be withdrawn for specialist teaching.

Parents are informed as to the nature and organisation of such programmes. Our aim is to ensure individual needs are met. Part-time teachers and teacher aides also assist in classrooms, working with individuals and small groups.

# GENERAL INFORMATION

<b>School Hours:</b>	9.00am to 3.00pm	
<b>School timetable:</b>	9.00am - 10.30am	Session 1
	10.30am - 10.50am	Morning tea play
	10.50am – 11.00am	Morning tea eating
	11.00am - 12.40pm	Session 2
	12.40pm - 1.10pm	Lunchtime play
	1.10pm - 1.30pm	Lunchtime eating
	1.30pm - 3.00pm	Session 3

Any variance of closing time is notified to parents through our newsletters, as are term dates.

**School Telephone Number:** (09) 441-8730  
**School Fax Number:** (09) 441-8731  
**Email:** [office@glenfield.school.nz](mailto:office@glenfield.school.nz)

**Official office hours are from 8.00am to 4.00pm.** Outside these hours you may leave a message on the answering machine.

## Website:

Our School website is updated regularly and we have a variety of web pages to be viewed. You can also contact us via our site with any comments or queries you may have. Our website details are [www.glenfield.school.nz](http://www.glenfield.school.nz)

## Teacher/Pupil Contact Details

All teachers have full-time classroom commitments, so if you wish to contact staff during the day, the best times to call are before 8.55am, from 10.30 to 11am, from 12.40 to 1.30pm and after 3.10pm. Pupils may use the school phone when the need arises. Each classroom has their own phone extension connecting to an outside line. We have a total of six lines to the school.

## Term Dates for 2023

Term 1 - 1 February - 6 April  
Term 2 – 24 April – 30 June  
Term 3 - 17 July – 22 September  
Term 4 - 9 October – 15 December

On the last day of each term, school closes at 2pm.

## Statutory Holidays and Teacher Only days for 2023

6th February - Waitangi Day  
Easter Friday - 7 April (during school holidays)  
Easter Monday - 10 April (during school holidays)  
**Teacher Only Day** – 24 April  
ANZAC Day – 25 April  
Monarch's Birthday - 5 June  
**Teacher Only Day** – 30 June  
Matariki Day - 14 July (during school holidays)  
Labour Day - 23 October

**BOT Meetings at 5:30pm on Tuesdays. Dates to be advised via the newsletter**



## Enrolments

Children may start school on or after their fifth birthday. Pre-entry visits are recommended for all New Entrant children. Visits assist children in developing a sense of belonging and happen once a week over a period of two weeks before start date. Enrolments need to take place before your child starts school. Please phone to make an appointment with the school office.

## Zoning

Information on the zoning area and dates for 'out of zone' ballots can be found on our school website or can be collected from the school office.

## Attendance

It is really important that your child attends school, unless they are sick or have a justified reason for not attending. Absences do have a negative impact on their learning. Acknowledgments are given for 100% attendance.

Please phone, email or use the Skool Loop app to notify the school office on the first day that your child is absent from school and each day thereafter. A written note is requested for all absences. If pupils arrive at school late we ask that they check in at the school office to obtain a late pass before making their way to class. If you need to collect your child from school during the day you will need to sign them out at the office and obtain an early leaving pass to give to the class teacher.

An answer phone is also available out of school hours to notify us of your child's extended absence.

**Email address:** office @glenfield.school.nz PH : 09 4418730

## Donations

The GPS Board of Trustees made the decision to opt into the Ministry Donations Scheme as from the beginning of 2020. This means that families and whanau will not be asked for donations except for overnight camps.

## Uniform

Glenfield Primary School has a compulsory school uniform which is available for purchase from The Warehouse Glenfield branch. The uniform consists of:

- Polo shirt (short and long sleeved) in either white or navy (School logo on front LHS chest).
- Polar fleece or sweatshirt in navy (School logo on front LHS chest).
- Sleeveless vest in navy (School logo on front LHS chest).
- Navy unisex shorts and long trousers.
- Navy skirt for girls.
- Navy bootleg pants for girls.

Brochures are available from the office.

## Stationery

A stationery list is supplied at the end of each year for the following year and upon enrolment. Purchases will need to be made at retail outlets. Certain items identified on the stationery list are kept at school and may be purchased before school. (8am to 9am).

The stationery lists are also on our school website.



## Health Promoting School

We encourage all children to make healthy choices when eating. Please provide your child with a nutritional lunch and a drink bottle that contains water. We like children to keep hydrated by sipping from a water bottle during the day.

We are a lolly free school. Please do not send along goody bags etc to celebrate special occasions and birthdays. Some of our children suffer from an allergy to peanuts and will experience a severe reaction if exposed to peanuts. Therefore please be mindful when packing your child's lunch and if you are sending any foods containing tree nuts please wrap them separately and talk to your child about not sharing their food and the importance of washing their hands after eating.

Please do not send food that needs to be reheated as this can become unmanageable.

## Lunch Orders

We have an online lunch service available daily called EZ Lunch. Visit [www.ezlunch.co.nz](http://www.ezlunch.co.nz) to order.



## Newsletters

Newsletters are sent home on the Wednesday of weeks 2, 5 & 8 and via email. This type of communication is an important link in keeping you informed as to school wide events, class trips, upcoming events and curriculum developments. Newsletters are distributed on a Wednesday. The paper cost of newsletters is sponsored by the advertisements on the back cover. Newsletters are also published on our school website. [www.glenfield.school.nz](http://www.glenfield.school.nz)

## Assemblies

School wide assemblies to acknowledge and share student achievement are held fortnightly.

Please feel free to join us by contacting the school office for dates/times or checking the school calendar on our website. School wide assemblies are held on alternate Fridays at 1:40pm in our school hall. Principal merit certificates are issued and classes take responsibility for sharing items and whole school singing.



## School Trips

During the year we plan a variety of trips and visits to complement classroom programmes. Such visits outside the school environment enrich learning and provide experiences that are not always possible in a classroom. We utilise many resources in our immediate environment, and call upon a variety of resource personnel where possible.

## Bible in Schools

Non-denominational religious instruction is available to Year 3 – 6 students for 30 minutes each week. Lessons are held at the church beside the school carpark for the year 5 and 6. Year 3 and 4 lessons are given at school in classrooms by experienced bible teachers.

## Dental Service

Our school dental clinic can be contacted by phoning (09) 444-6160. Appointments maybe made any time and treatment takes place at Glenfield Intermediate School.

## Lost Property

This is stored in the area behind Mrs Lundin's office. Please ensure that all clothing and personal items are named. At the end of each term, all lost property that has not been claimed is disposed of into a community clothing bin.

## Before/After School & Holiday Care Programme

An after-school care programme operates from our school in the hall from 7.30am - 6pm Monday to Friday and during the school holidays. "Kids Klub" is a privately run operation that can be contacted on 027 284 5376 (Michelle or Bruce), or visit the website on [www.kidsklub.co.nz](http://www.kidsklub.co.nz). After hours number (09) 480-6093. This programme has exclusive use of school grounds and facilities between 3 and 6pm.

## Hall Hire

The hall is available for hire to approved local groups. It is available after 6pm Monday – Friday and all weekend. Bookings for out of school hours use may be made in writing to the Board of Trustees via the School Office.

## Health and Safety

A Health and Safety team meet on a regular basis to ensure that our environment is safe and hazard free. For the general safety of our pupils we request the following items are not brought to school: glass containers, sweets, gum, jewellery, expensive toys, money, iPods and matches.

### School Sick Bay

Minor injuries are treated and logged by staff in our school sick bay. Parents are notified of any serious injury or illness.

All medication must be kept and administered by office staff and a form completed and signed by a parent advising dosage. Office staff record dosage and time administered in our medication register.

### Bicycles and Scooters

Year 6 pupils may ride their bicycles and scooters to school if they are issued with a letter of permission from their parents and they are equipped with the correct safety equipment. The riding of bicycles and scooters is not permitted in the school grounds at any time and pupils must dismount before using the school crossing and entering the school. Children are not permitted to wear roller skate shoes to school.

### Road Patrol

School pupils are on crossing duty from 8.30am - 9.00am and from 2.55pm - 3.10pm with a staff member supervising. Year 6 pupils are selected for this important job and trained by our Police Education Officer.

### Parking

Please be considerate and careful when dropping off or picking up pupils. There is **no right turn** from the school driveway between **8.30-9am**, and vehicles are not permitted on the back court area.

The northwestern car park (or top car park) is for **staff only**. There is a drive through drop off / pick up facility before and after school in the main carpark. This is not an area to park and leave your car.

### Sun Protection

All pupils are required to wear a sun hat during the Term 1 & Term 4. We have a "no hat, no play" policy and children who do not have a hat are required to sit in a shady area. We ask you to apply sunscreen to your child before school each morning in the summer, however each class has a pump bottle of sunscreen that is available to pupils at all times. Protection is a priority for our pupils. Lunch eating is supervised by staff in a shaded area.

# Complaints Procedure for Glenfield Primary School



