



Ponsonby Primary

Parent Handbook 2019:

Learning the Ponsonby Way

Learners at Ponsonby Primary are Pegasus Fliers.

Pegasus Fliers care about other people in the world and they care about themselves.
They love learning. They challenge themselves to be the best they can be.
They never give up. Pegasus

Fliers are STEADFAST and TRUE.

Kia u, Kia Pono

44 Curran Street, Herne Bay. Ph 09 376 3568

email : office@ponsprim.school.nz

Web www.ponsprim.com





PARENT HANDBOOK 2019

On behalf of the Board of Trustees and the Staff:

Welcome to Ponsonby Primary School

We hope your association with the school in 2018 will be a happy one. It is the close co-operation between parents and teachers that ensures quality educational experiences for our students. The school's core business is children's learning. We hold the belief that every child will be provided with opportunities to achieve success. Our learning community values excellence and involvement.

Our Motto:

Steadfast and True *Kia u, Kia Pono*

Our school Symbol:

Pegasus



Our overarching goal is to provide a school environment where pupils are secure, happy, cooperative and industrious. It is to provide a learning environment where individual strengths, weaknesses and differences are catered for within the educational programmes. Each pupil is expected to do his or her best in whatever is undertaken. This is an inclusive school where everyone should be valued for their own individuality.

The Education Review Office report made the following statements about the school:

The last Education Review Office Report (2015) made the following statements:

Context (selected quote)

- Ponsonby Primary School is a high performing school and continues to provide students from year 1 to Year 6 with a variety of rich learning opportunities. The school's active promotion and support for the wellbeing of all students impacts positively on their engagement and learning. The school tone is vibrant and staff, students and families are very proud of their school

Learning (selected quote)

- Student-led learning is a significant feature of the school's educational success. Students are active participants in decision –making about learning programmes and can confidently talk about their achievement, progress and next learning steps. Focused class environments, effective teaching strategies and meaningful learning opportunities encourage students to build on their strengths and follow their interests. Staff know the students and their families well.

Curriculum (selected quote)

- The school's broad-based curriculum is highly effective in promoting and supporting student learning. It aligns closely with *The New Zealand Curriculum (NZC)* and the school vision '*Kia U, Kia Pono – Steadfast and True*'. Learning environments celebrate student's successes and encourage self-managing learning. The school is well positioned to sustain good practices and continue to build the capacity of teachers to provide high quality education for children.

With your support and encouragement we aim to maintain the highest possible teaching and learning standards and continue working to make our school an energetic and exciting place for your children.

Dr. Anne Malcolm

**Dip. Tchg, Dip. School Management, Dip. Ed. Technology, M.Ed. Admin. Ed.D
Principal.**



ERO website <http://www.ero.govt.nz/ero>

Staff 2019

Principal: Dr Anne Malcolm

Deputy Principals: Mr Sanjay Rama

Mrs Susan Robins

Senior Leadership team

Ms Anja Kingston:	Puriri	(Year 3 Rm 10)
Mr Francis Naera:	Kowhai	(Year 6, Rm 8)
Ms Miriam Harford	Kakariki	(Year 1, Rm 20)

Extending High Achievement Students/ Digital learning : Ms Rachel Kersten

KOWHAI SYNDICATE - Leader: Francis Naera

Room 5	Mr Arran Connor	Year 5
Room 6	Mr Matthew Allen	Year 5
Room 7	Ms Sarah Radcliffe	Year 5
Room 8	Mr Francis Naera	Year 6
Room 9	Mr James Graham	Year 6

PURIRI SYNDICATE – Leader: Anja Kingston

Room 1	Ms Sophie Strawbridge	Year 3
Room 2	Ms Verity Hall	Year 4
Room 3	Ms Kylie Henley	Year 3
Room 4	Ms Anne Cowsill	Year 4
Room 10	Ms Anja Kingston	Year 3
Room 11	Ms Hannah Folster	Year 4

KAKARIKI SYNDICATE – Leader: Miriam Harford

Room 15	Mrs Kate Hamilton/Rhona Webb	Year 2
Room 16	Ms Nicole Thomson	Year 2
Room 17	Ms Christina Kelly	Year 2
Room 18	Mrs Julia Nissen	Year 1
Room 20	Ms Miriam Harford	Year 1
Room 21	Mrs Deborah Fox	Year 1

CRT release: Ms Alana Bebich

Across school support: Mrs Shevanthi Nanyakarra

Part-time Teachers: Mrs Cemon Searle (Reading Recovery)

Mrs Anna Wylie

Mrs Lynda Hill

Mrs Darryl Mulvey

Mrs Olivia Papa

Learning Assistants: Ms Nancy Elzenaar

Ms Kessia Stevenson

Mrs Tracey Eaton

Ms Linnea Maycock

Administration Staff: Mrs Karen Larmer (**Office Manager**)
Mrs Wendy Steedman
Ms Lisa Searle

Administration Staff: Mrs Karen Larmer (Office Manager)
Mrs Wendy Steedman
Ms Lisa Searle

Accounts: Mrs Wendy Steedman
Dental Clinic Number 376 6327 (33 Sheehan St, Ponsonby)
Caretaker: Sebastian Rutherford
School telephone: (09) 376-3568

School telephone: (09) 376-3568
Email amalcolm@ponsprim.school.nz. Cell 0274926060
Or if contacting for example a classroom: room3@ponsprim.school.nz or teacher initial and surname@ponsprim.school.nz **School website:** www.ponsprim.school.nz

Board of Trustees

The Board usually meets twice a term. These meetings are normally held on a Monday at 7.00 pm in the staff room, are always open to the public and are advertised in the school newsletter. Dates are on school calendar www.ponsprim.school.nz

Chairperson: Alan Webb (Father of Jamie Webb)
Vice Chairperson: Justin Edgar (Father of Jackson Greenough- Edgar)

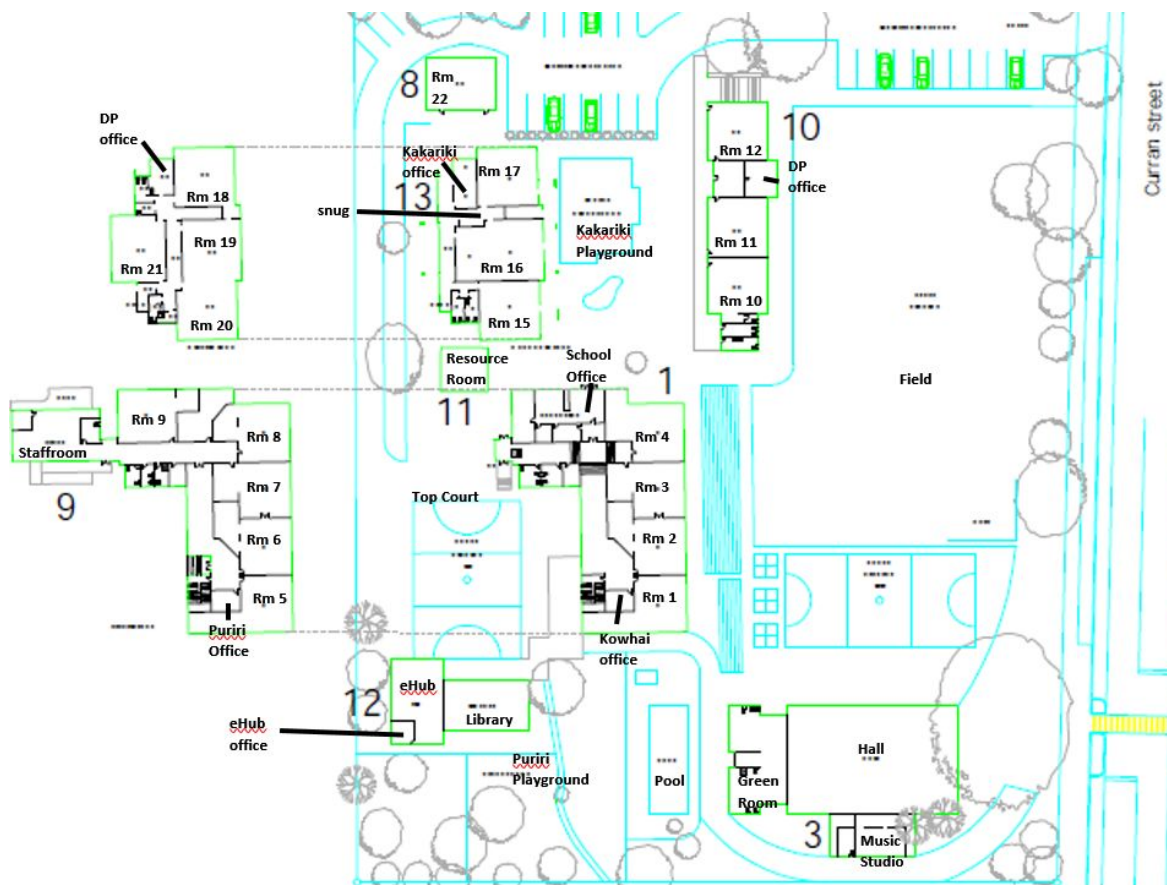
Other parent representatives:

Minute Taker
Davida Dunphy (Mother of Zack Dunphy)
Lisa Crooks (Mother of Angie Broughton)
Phil Campbell (Father of Tabitha Campbell)

Principal: Anne Malcom
Staff Representative: Sanjay Rama
Board Minutes Secretary: Phillip Campbell (Father of Tabitha Campbell)

Ponsonby Primary School

Full School Information- updated on website www.ponsprim.school.nz



PARENT HANDBOOK 2019

Sections 2 and 3

Term Dates- See calendar © in A-Z section

- Term 1: Monday 4th Feb – Friday 12th April (note the 4th is goal setting appointment day (6th Feb - Waitangi Day)
- Term 2: Monday 29th Apr – Friday 5th July
- Teacher only day 31st May & 3rd June Queen's Birthday
- Term 3: Monday 22nd July – Friday 27th September (12th September - School Show)
- Term 4: Monday 14th October – Thursday 19th December (28th October)
- **All terms finish at 3pm except Term 4 and on the 19th December school will finish at 12pm**

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1. ADMISSION PROCEDURES

The enrolment policy outlines the designated geographic zone. We request parents pre-enrol children at four years of age as this helps in future roll projections. Note, that pre enrolment does not guarantee placement. At age five years children must be residing at their permanent address within the zone, or be included in the school enrolment ballot (see enrolment scheme in policy section for details). Parents are required to provide proof of permanent residency.

Parents should arrange with the school office for their New Entrant (Year 1 or Year 0) child to spend some time in the class just before their fifth birthday. The school office will contact you approximately six weeks prior to starting to begin this process.

When enrolling your child please bring your child's Birth Certificate, statutory declaration, proof of residence and immunisation certificate to the meeting.

Overseas students if accepted are required to show their passports and current residency permits, to produce evidence that they reside with a parent and be insured.

For older children, a copy of the child's most recent report is helpful.

On enrolment, parents sign that they agree to support the policies adopted by the Board of Trustees. Children have the good name of the school in their keeping at all times and in all places, and are expected to set a high standard of behaviour inside and outside the school precinct.

A copy of the Charter and key policies are on the school website.

Parents help the school, when enrolling their child, by clearly defining any possible health, learning or social problems a child may have.

2. AFTER SCHOOL PROGRAMMES

The school provides parent funded programmes that operate after school and within the school day as a service to parents. This is run out of the school hall or library if the hall is being used.

After School Care is run by Youthtown - Daily 3pm- 6pm Ph. 09 379 5430

Keyboard and all other musical instruments can be booked through Lewis Eady- enrol online

www.lewiseady.co.nz – lessons are held during the school day (Wednesday & Thursday)

We have the year 4-6 performance band music programme through the school – saxophone, flute, clarinet and drums–Book this through Lewis Eady. www.lewiseady.co.nz

Lewis Eady Year 1-3 start-up programmes (brochures available in the office or links through school website)

Head Held high speech and Drama- Ph 021366102

Playball Thursdays Ph Adam 021 457 571

Billy Harris Ph 027 2799042

3. ASSEMBLIES (usually every 2nd Friday as per calendar). The Wednesday newsfeed always states if it is an assembly week and syndicates do advise you if your child's class is involved.

Assemblies are organised by the syndicate groups on a roster, every second Friday. They are held in the hall at 2.10pm (unless advised otherwise) and all parents are welcome. Newsletters advise when classes are involved and each week the information is on “what’s happening this week”, on the website.

Please refer to website for assembly dates.

4. ASSESSMENT and REPORTING

Teachers meet twice annually formally with parents and students for the learning conversations in April and Three Way Conferences in November. For year 4 to 6 students, the information discussed at the learning conversation tracks your child’s progress at two points in time against where they should be by the year end. For children with less than three years at school their progress is identified against a specified time at school. All reports use a range of rich data and reference the relevant **NZC (New Zealand Curriculum Expectations)** Reports go home Mid-Year and November and in the week leading up to the formal report children also hold student led conversations to which their parents are invited.

Please feel confident to contact your child’s teacher at times outside these formal reporting occasions.

Contact through email and arranging a time is best. Teachers emails are their initial then last name, with no full stop @ponsprim.school.nz e.g. amalcolm@ponsprim.school.nz.

Three way conferences are booked online through www.schoolinterviews.co.nz. The code can be found on our school calendar.

5. ATTENDANCE

You can help your child’s progress by ensuring regular school punctual attendance.

It is important that children arrive each day on time and are not absent for reasons other than illness, or special family circumstances. Regular and continuous instruction lays a good foundation for progress.

All children who are absent for reasons other than illness, need to put the information in an email to either the classroom teacher or the principal.

If your child is going to be absent for more than 5 days e.g. family holiday, authorisation must be obtained in writing from the Principal.

School starts at 8.50am.

All children need to be at school and getting ready to start lessons by 8.50am daily. This means lunch orders completed, pencils sharpened, notes returned to the teacher. Children are more settled and prepared to work if they are organised ready to start punctually at 8.50am. It also means class programmes can proceed without interruption.

School procedure dealing with lateness.

Regular lateness is recorded on the electronic attendance registers the data will be analysed by the principal/DP’s and then the parents will be contacted. If lateness is a continuous problem, the school truancy service is asked to intervene. Note the electronic rolls are regularly reviewed (2 x per term) by senior staff)

Students absence-Please ring the school office 376-3568 and leave a message by 8.50 am or an email can be generated through our web site www.ponsprim.school.nz . Click on parents then 1st tab is submit absence.

Your child's safety is of great importance to us and unexplained absences have to be investigated. Your email or message as early as possible in the morning saves our staff a lot of time. If you are aware your child will be away prior to the day of absence, please send an email to the office. We would like you to inform your child's teacher of any home circumstances, which may impact on your child's progress at school.

The school policy for absences is in the back of the booklet-"Safety procedures for un-notified absences." If a child is going to be absent for 5 days or more parents must apply in writing to amalcolm@ponsprim.school.nz

6. BEDTIME

Growing children need adequate sleep. We find that children who have been up late the night before don't function well in class. They lose concentration and find it difficult to learn.

7. BEHAVIOUR

If teachers have serious concerns about a child's behaviour or lack of progress, parents will be contacted. Disruptive or aggressive behaviour is actively discouraged and parents are expected to work with teachers to ensure their child is well behaved. All children at Ponsonby Primary have the right to be in a classroom where disruptive behaviour is actively discouraged.

Through school curriculum review, parents determined that the school is not responsible for behaviours such as swearing, hitting, being mean or general naughtiness. The family instills in their child/ren the acceptable behaviours. If a child therefore behaves in a way that is deemed naughty they will be asked to ring a parent and explain their behaviour. Parents understand that the school is responsible for socialisation and to support and encourage values and beliefs of resilience, tenacity, honesty, trustworthiness, personal bests, friendship and belonging.

The notion of being a 'Pegasus Flier' teaches children the expectations and desired learning behaviours of the school. Children are encouraged to make appropriate choices for their own behaviour and shown how to be assertive in a safe way.

8. BICYCLES, SCOOTERS & SKATEBOARDS

Pupils who live nearby may ride to school if they:

- a) Wear approved safety equipment (helmets) correctly at all times when riding;
- b) Own a safe vehicle with necessary safety devices; (see Road Code)

Walk their bike/skateboard/scooter in the school grounds after 8.30am and before 3.15 pm

All bikes and skateboards must be extremely careful when coming down Curran Street as neighbours have complained that children can't be seen on driveways,

All scooters/skateboards must be stored safely in skate parks and are the responsibility of the owner. Children can ride in the designated back driveway at school breaks if they are wearing a helmet.

Children who break these rules can be asked not to bring their transport to school for up to a term.

9. BOARD OF TRUSTEES MEETINGS

These are public meetings. The Board usually meets twice a term and these meetings are normally held on a Thursdays at 7.00 pm in the staff room (see the calendar www.ponsprim.school.nz). All parents are welcome to attend. Speaking rights are arranged in advance through discussion with the Principal or the Board Chairperson. Any public forum business must be received the Monday prior to a meeting. The web calendar provides precise dates.

10. BOARD OF TRUSTEES ELECTIONS

These are held every three years. There will be a Board of Trustees election in 2019. All school parents have voting rights. If you have skills that support the Board in carrying out their governance role, please discuss this with any board member or the Principal. The Board works in a governance role.

11. CALENDAR 2019

The up to date and full year calendar is on the school website

<http://www.ponsprim.school.nz/ponsonby-primary-school/calendar/>

12. CAR-PARKING IN SCHOOL-

The top parking area is monitored by electronic gates and is for authorised people only (teachers and staff). No cars in the bottom car park unless you have a disabled sticker or it is a first aid emergency.

If picking up a sick child please use the intercom system beside the gate to alert the office staff that you wish to enter the top car park to pick up a sick or injured child and they will buzz you through. You will then park in the emergency car park and pick up your child.

Parents on school patrol record the car registrations of cars on yellow lines. Please treat our patrol parents with respect, they are helping the school. Police often patrol the parking and do give out fines. We have a 2 minute drop off zone for parents, at the bottom entrance way. It would be great if all parents respected the 2 minute zone and please, please, please do not take it out on the staff if you are given a \$60.00 ticket for stopping longer. Teachers are not traffic officers.

13. CHARTER

A copy of the School Charter is in the school office and on line under school information and policies. It is a lengthy document outlining the key goals and beliefs of the school. Charters are developed every three years and are guiding documents for the school. The three year Charter informs the annual plan, budget, BoT reporting and school vision. 2019 is the next review.

Copies of School Policies, Charter, the Curriculum and Curriculum Implementation documents are available for viewing through [http://ponsprim.schooldocs.co.nz/](http://ponsprim schooldocs.co.nz/) which can be accessed through the school website www.ponsprim.school.nz then school info then policies.

14. CLOTHING & FOOTWEAR

There is a school sports shirts that are available at a reasonable price. Costs are outlined in the enrolment pack or are available through the office. **Note: Any child representing the school needs to wear a school uniform. The school has loan uniforms for rugby, Kapa haka, bands and choir. Sports teams need to purchase a school sport shirt. This can be Purchased through our office.**

Clothing should be appropriate for activities at school. Singlet tops in summer are discouraged due to issues with sunburn.

During summer months all children must wear a brimmed hat outside (November to April). This is a school rule. Children without hats play in designated shade areas. All children are also required to have a school swim cap when using the school pool.

It helps if all clothing is named. The lost property is held for a **Term** on racks in the hall. Each week we will encourage children to check lost property in the hope that items will be identified.

Note If a child wears a T shirt displaying written or visual obscenities, the child will be asked to wear a loan Ponsonby shirt for the day. Also, if shoulders are uncovered or midriffs bare the children will be supplied with Ponsonby shirt for the day.

15. Cross Grouping

Cross Grouping is widespread throughout NZ schools and is used to teach children at their own level. Children are grouped in all classes by abilities across reading, language and maths curriculum areas; by social skills and maturity; and by learning needs.

16. CONTRIBUTIONS/ DONATIONS

Contributions can be made at the school office, or automatic payments arranged term by term or weekly. All contributions are tax deductible. They are a vital part of our decile 10 school budget.

Contributions are voluntary but vital to a school's budget. They fund extra teachers, extension programmes and technology in the school. As Ponsonby Primary is a decile 10 rated school, (i.e. classified as being in a high socio- economic area the funding per pupil is lower compared to a school in a lower socio- economic area) the parent contribution gives us equity with higher funded low decile schools.

Please note all contributions are tax deductible.

CONTRIBUTION REQUEST FOR 2019

Contributions can be made at the school office, through our website or automatic payments arranged term by term or weekly. You can pay online **by Direct Payment into school account Ponsonby Primary School**

Account 12-3019-0472255-00 you can pay through our website – look for the blue school payments button on the home page.

All contributions are tax deductible.

If you are paying term by term it helps us if you could arrange four automatic payments so we don't have to send out a reminder each term. The preferred method, as you can appreciate is one payment in the first term. Included in the suggested donation is the Mathletics cost.

The savings per family, for example for a Mathematics home license (Mathletics) would normally cost \$99.00 but through the school we have negotiated a \$20.00 license cost.

Also included is an extra- curricula activity cost for things like clay for projects, gold pens, felts and activity costs etc. that parents provide or regularly have to replace. They are parent required tools outside of the school operational requirements. Parents can provide their own and pay per activity such as the clay workshops, but the cost to do so individually would be approximately \$55 per person, so a total with Mathletics outside of paying through school of \$75.00 This amount however is included in the suggested full donation, which means if you choose not to donate then Wendy will send out an invoice for the \$75.00.

Ponsonby Primary 2019

Suggested Contribution amounts:

Suggested schedule of costs

Number of children in the family	Full year contribution suggested amount. (Note per child discount for more than 1 child)	Term by term contribution option	Weekly direct payment to school account 12-3019-0472255-00 <i>Calculated over whole school year 45 weeks including holidays but please finish payment 20th December. Use child's full name & word donation as reference please.</i>
1 child	\$495	\$124.00 per term	\$11.00
2 children	\$935	\$234.00 per term	\$21.00
3 children	\$1205	\$303.00 per term	\$27.00

A reminder to you, our wonderfully supportive families, that we see these as the minimum amounts needed to subsidise government funding.

The fee \$75 for extra curricula cost (Eg cooking, clay and garden to table) includes Mathletics Licenses. This invoice will be emailed out to you in week 6 if no donation is made and will payable online or to the office.

All parents will be encouraged to pay through KINDO but can be paid at our school office, through our website and by direct payment into school account

Ponsonby Primary School Account 12-3019-0472255-00

Please ensure you put your child's name and PPS donation as the banking reference for the school. Please send an email to Wendy Steedman wsteedman@ponsprim.school.nz if you wish to further confirm payment.

17. CURRICULUM

We deliver the curriculum in line with the New Zealand Curriculum Statements meeting the requirements of all Essential Learning Areas. Parents are welcome to view these through the school web site

<http://www.ponprim.school.nz/ponsonby-primary-school/handbooks-and-documents/>. The New Zealand Curriculum can also be viewed at www.tki.org.nz <http://nzcurriculum.tki.org.nz/The-New-Zealand-Curriculum>,

the educational portal for New Zealand. The school's curriculum delivery policy is in the final section of this booklet.

ERO stated:

"Curriculum design is underpinned by current educational research and best practice. An extensive range of co-curricular activities, sports, cultural programmes, environmental experiences and education outside the classroom activities engage students in real and meaningful learning contexts. Students in enrichment programmes value opportunities to make choices responsible about what and how they learn, and explore their cultures, languages and identities.

18. DAMAGE TO SCHOOL PROPERTY

Vandal damage is considered a crime against the school community. Parents will be informed about wilful damage. When children knowingly damage school property such as windows, equipment, buildings or furniture, parents will be contacted and, where appropriate, will be asked to contribute towards the repair or replacement costs.

The school is part of our community and we appreciate all the families using the school in the weekend, as this is a way of keeping a watchful eye on the property. If you have concerns about people in the grounds ring ADT security 0800 111 238

19. DENTAL CLINIC

Treatment is free of charge for New Zealand born children or children with residency permits, from the age of 2 years. Enrolment forms are inside the school enrolment pack. Children access the Ponsonby Intermediate clinic. It is hoped that a screening van will be on site twice during the year. Appointments are then made for children at the local clinic.

Dental Clinic Number 376 6327 (33 Sheehan St, Ponsonby Intermediate)

20. EDUCATIONAL VISITS & PERFORMANCES (EOTC)

The value to children of educational visits shared with other children from their own class is well recognised and most classes are able to arrange at least one such visit, or performance, per term. If parents can offer to the school such a venue, which may be of value, please make this known to the Principal or any senior staff member. Board of Trustees approval for school trips is subject to specific supervision ratios of adults to pupils and we are grateful to parents who offer their cars and/or their help. Note children can only be carried in a private vehicle if wearing a seatbelt. The school office has a form for parents to sign if transporting children for school purposes.

Performances by outside groups at school are very carefully screened and usually confined to one each term. All groups allowed into the school have the approval of the Principal.

Education outside the classroom activities scheduled in term 4 have an outdoor education challenge focus. Educational trips can be reviewed by parents. This link takes you to the form online.

<http://www.ponsprim.school.nz/entitypages/article/smallgalleryarticle.aspx?aid=128408&pid=317151>

21. EDUCATIONAL WEBSITES

www.edCentre.govt.nz

www.teamup.co.nz For parents wanting to know more about NZ education

www.tki.org.nz This is the educational portal for New Zealand.

www.minedu.govt.nz This is the government's site.

www.ponsprim.school.nz. This is our school site.

22. Emails

office@ponsprim.school.nz or klarmer@ponsprim.school.nz (office);

amalcolm@ponsprim.school.nz (Principal)

srama@ponsprim.school.nz(Deputy Principal),

srobins@ponsprim.school.nz (Deputy Principal)

akingston@ponsprim.school.nz (Puriri leader)

fnaera@ponsprim.school.nz (Kowhai Leader)

mharford@ponsprim.school.nz (Kakariki leader)

All other staff are: their initial and last name @ponsprim.school.nz

23. Digital Literacy

We expect all students in Year 3-6 to bring their own device to school each day. If you are unable to provide a digital device please come and see Anne or Sanjay.

Year 3-6 students have an email address which is a monitored Google education account. Your child's email and password are available on the parent portal. This email is used only for Google Apps for Education (GAFE) and other learning based accounts which teachers approve.

All teachers in every classroom at Ponsonby Primary understand the importance of balance between traditional learning (reading, writing and maths using books, paper and pencils) and the use of digital technology. This means students will only be on devices anywhere from 1-3 hours per week (however this can vary greatly due to EOTC, sports events and arts to name a few). As educators, we ensure we teach our children the appropriate digital skills and digital citizenship values from Year 1 onwards. We also ensure our children are using devices ergonomically by providing ergonomic surroundings with the use of flexible learning spaces and teaching them about screen time, viewing distances, seat and height posture etc.

The our learning tab on the school website will take you to our e-learning (tab) on the school website, this has further information about digital technology and what it looks like at Ponsonby Primary.

Device Recommendations Only (See school website for an online purchasing portal option)

Year 1 & 2 : Students will have access to school owned devices (Not BYOD)

Year 3 - 6: Bring Your Own Device is expected from Year 3. Any device that is internet capable is recommended eg Chromebook or Windows/Mac laptop/ipad
Children in Yr 3-6 all have google account and email

24. EMERGENCIES

Please advise the school of any phone number changes.

Parents are required to provide an emergency telephone number other than their home or workplace number, e.g. cell phone, Grandparent, close friend, relative, neighbour. Please ensure you advise the school office of any change of address, phone or situation.

25. EMERGENCY PROCEDURES AT PONSONBY PRIMARY SCHOOL

Every class has two procedures that are followed. Red for lockdown. Green for evacuation.

All teachers are trained to first focus on children's safety.

The evacuation area is the bottom court and children practise the escape routes.

If the school has to be fully evacuated the children will be moved to Ponsonby Intermediate school hall on Clarence Street and monitored until parents pick children up.

Parents will be sent a text informing them of any full scale evacuation and notices will be put at each entrance. In a power cut the signs will be the only advice available.

The school works closely with Harrison Tew Emergency Planning Specialists

26. ENRICHMENT EXTRA CURRICULAR ACTIVITIES- (Held predominantly on Thursdays)

(Activities include)

Dance & drama groups

Maori Culture group

Choirs

Cooking

Sports

Science

Movie making

Art

Cartooning

Bollywood dancing

Robotics

Flippa Ball

27. EHAS: EXTENDING HIGH ACHIEVING STUDENTS (Rachel Kersten)

According to Ministry of Education (2008) publication 'Nurturing Gifted and Talented Children' it is important for educational programs to cater for these children by nurturing them, valuing them and giving them time, attention and patience. The parent/teacher partnership is also vital when it comes to sharing ideas and information. Research shows that extracurricular activities are of the utmost importance when it comes to extending high achieving learners. Programs should be differentiated, building student's strengths and interests. The EHAS programs are built around these and therefore abilities are catered for. Students are assessed anecdotally throughout and parents are kept well informed of how the program works and what their children are working on each term. Parents are also invited in to share their knowledge and expertise in the many areas EHAS programs cover.

Ponsonby Primary's EHAS identification process allows for teachers to track students who display Silverman's (2005) learning characteristics. Rachel Kersten and classroom teachers track students using McAlpine & Reid's Teacher Observation Scales for identifying children with special abilities. Students are assessed not only in their classroom formative and summative assessments, but also their intellectual and academic abilities, their disposition (self motivation/determination), creativity and innovative thinking and their social leadership skills. Each EHAS program is forward thinking, innovative and student driven in order to cater for the wide range of interests, strengths and abilities Ponsonby Primary students possess.

28. GROUNDS (AFTER SCHOOL HOURS)

Play in the school grounds is not supervised after 3.15pm and therefore parents must accept full responsibility for their own children at these times- particularly if attending a programme after school that does not start until 4pm.

The after school programme accepts responsibility for the children in their pre-arranged care.

After school drama and extra- mural programmes accept responsibility for their enrolled students from the time the course is due to start and up to the stated finishing time. The school has no responsibility for monitoring these children before or after their course.

The school grounds have many attractive play areas which children are welcome to use out of school hours if parents know and approve of them being there.

Please let your children know that playing in school grounds after school hours is a privilege and that they must observe the following:

Leave school and go straight home at 3.00pm. They can return with permission after 3.15pm;

Leave the grounds when asked by staff, caretaker or other adult;

Leave the grounds by the time street lights are turned on;

Do NOT enter the swimming pool areas unless supervised;

No litter is to be left;

Do not enter the school buildings;

Report any damage to the Principal or a teacher.

If you are in any doubt about damage phone the police or Security Company 0800 111 238

29. HALL

Hall bookings enquiries are through the office 09 3763568 or email Wendy Steedman at wsteedman@ponsprim.school.nz

30. HATS

As we are a Sun-smart school we have a school rule that all children will wear a brimmed hat. (Caps are not acceptable as children still get ears and back of neck sunburned over a lunch period or sports time.) The school hats are broad brimmed hats recommended by the Cancer Society, available through the office at very

reasonable prices. It is compulsory for children to wear hats outside from November through to April. If a child does not have a hat they will be required to play in a shaded area.

31. HEALTH

Regular checks are kept on children's hearing, eyesight and speech. Teachers or parents may request a check at any time.

Our Public Health Nurse comes to the school on request and is available to parents and pupils for a free consultation about any health related concerns. You can advise Susan Robins if you want her to contact you.

32. HEAD LICE

This is a perennial problem. If we notice the problem in a class we will send a head lice information sheet home. Please check the whole family regularly. Note there are information sheets about head lice treatments, in the parent information stand in the foyer. The health department recommends regular brushing, girls hair tied up and a weekly application of conditioner and use of an ordinary cat comb through the hair whilst being conditioner is applied to eliminate any live lice.

33. HOMEWORK

Most teachers set short tasks in some skill such as spelling, reading or mathematics, which could be Mathematics activities for children to do at home. The purpose of this regular work is two-fold:

To give the child some practice skills which need to be thoroughly mastered e.g. basic facts. Parents should never be in the position of having to teach something new to their children – that is the teacher's responsibility.

These tasks provide parents with the opportunity to share the children's school learning experiences and help them with home reading and spelling or at the senior level research from books and resources in the home.

Always avoid tension or emotional strain helping or supervising children's homework – try to be relaxed and positive so that children know that you are enjoying the experience of supporting their learning.

School expectations

Yr. 1 & 2 Includes reading, current events, spelling and basic facts when ready.

Yr. 3 & 4 Reading, spelling and basic facts, mathematics, research information gathering related to inquiry.

Yr. 5 & 6 Reading, spelling, maths and a research project or information gathering exercise/ inquiry each term/ also mathematics as set by staff/ speech making mid year

Note any homework must not be new work it is to practise what they know and no more than 2 hours weekly.

For parents wishing for more homework tasks – the school's preference is more reading and Mathematics time. The educational website www.tki.org.nz also has some excellent child centred home activities in the 'WICK-ED' section if your child likes to do more homework.

Teachers are willing to discuss with you any problems regarding homework.

Teachers take any homework set seriously and work that requires marking will be. Research tells us if it is work that should be marked and it is not children will not value it. Much of the work is therefore practice work that can be monitored by the family.

34. HOME & SCHOOL

When starting school, if your child can soon learn to be independent with fastening clothing, schoolbags, recognising their own belongings, using the toilet and a handkerchief, it would assist the staff and help your child settle into school life more quickly. At home, you can show an interest in your child's work. Listen to them, talk to them, read to them, and make sure you get and read school notices from their school bag. Children thrive on positive comments.

35. REPORTING TO PARENTS

April interviews with parents will be arranged to discuss children's strengths and needs as at that time.

Children attend these 3 way teacher led conferences.

A report will be sent home in June and you will have the opportunity to take part in a learning conversation afternoon with your child talking about their learning.

The second meeting with parents to look at student progress is set November. Reports and the learning conversation will be sent home and held the week prior to the reports. Bookings for conferences are made online at www.schoolinterviews.co.nz. The access code is on the front page of the school website. Parents wishing to talk to teachers without their child being present need to phone or email and set up a phone or face to face meeting time.

We like parents to feel free, within reason, to visit the school and get to know what goes on. Our focus, as always, is on the child and their learning and what is best for them. At times we have open days such as our grandparent day or you may be invited to take part in a special class activity or display. We encourage parents to help in classrooms and teachers organise rosters for this. Please take advantage of these opportunities to be part of the school.

Teachers will be available in their classrooms from 8.30am – 8.50am for parents to come and chat informally to their classroom teacher.

36. SCHOOL HOURS

8.30am- Children and parents are welcome inside classrooms.

8.50am – All children inside prepared for their day

8.55am - Teaching begins with the attendance register being called. Lateness is recorded as a child being absent so it is important if late the office is seen before going to class. We phone home about any children absent whose parents have not contacted the school. (Please see the safety procedure for un-notified absences policy at the back of the booklet.)

11am- Morning tea

11.30am- Middle block teaching

1.00pm- Lunch (eating is supervised for 10 minutes for Kakariki students, as the children finish eating after 5 minutes for other syndicates)

1.45pm- Children prepared for afternoon

1.50pm- Afternoon block teaching

3.00pm -School finishes for the day bell

3.15pm – School grounds cleared- supervision by school staff finishes.

37. LIBRARY

The school possesses an excellent library collection, which has been built up over recent years. Children from New Entrants are encouraged to use the library as a resource for learning.

Please ensure that books brought home are cared for and returned promptly on the due date. Books are issued for one week.

Mrs Kylie Henley Room 3 is in charge of the school library.

38. LOST PROPERTY

The lost property racks are in the hall on the mezzanine floor. Parents kindly run a roster of checking the tidiness of this area each week so if you can help on lost property let Wendy in the office know. Small items e.g. wallets, watches etc. are held in the office. If your child has lost something please feel free to come along yourself to claim it from the Lost Property racks. If parents clearly name all articles of clothing it would greatly assist teachers in identifying property.

Before lost property is given to needy organisations, it is displayed on the racks for a Term after being found. Children are encouraged to identify their own property.

A reminder the school does not encourage valuable items being brought to school as it cannot be held responsible for them. Toys are best left at home as loss of these treasured items always causes upsets.

39. LUNCH AND SUPERVISION

The lunch bell rings for the start of lunch at 1.00 pm.

Children are under the supervision of a duty teacher for the first 10 minutes of the lunch hour. They are required to sit quietly and eat their lunch during this time. With our Puriri and Kowhai students we allow the children to move off to play as soon as they have finished their lunch eating. Plastic bottles should be

provided for drinks. We do not allow glass bottles at school as these are dangerous and fizzy drinks are actively discouraged.

A wholesome, lunch which children will want to eat should be provided by parents, plus some fruit or a snack for morning interval at 11.00am

If you wish your child to go home for lunch please advise the school by email. A casual arrangement must be supported by an email.

Lunch hour ends at 1.50 pm. A bell rings at 1.45 to tell the children to put away sports equipment, go to the toilet and have a drink.

We have many peanut allergy children in each year level so we ask parents if at all possible to not send food that has peanuts as an ingredient. The allergy children can go into anaphylactic shock and although we carry Epi Pens for them it would be frightening for other children to think they could have caused a seizure.

40. LUNCH SCHEME

Every day of the week - Subway envelopes are available and Subway may only be ordered outside the school foyer.

www.ezlunch.co.nz is online lunch ordering every day and children can order hot food. Pita Pit is available on Fridays through EziLunch

Website links

<http://www.ponsprim.school.nz/ponsonby-primary-school/lunch-orders/>

41. MAORI

Although Maori is integrated into the curriculum within the school, James Graham, Francis Naera and Alana Bebich coordinate teachers to run our Kapa Haka group. In Term 1 2019 we will run a junior all-comers year 2 and 3 kapa haka. Year 4 join our main Kapa haka group in term 4. The school values Maori language and culture integrated into the school curriculum. Integration of Maori is important to our school. Three local schools have immersion units if parents prefer that option. The staff have a key goal in developing cultural inclusivity.

42. MESSAGES FOR CHILDREN

It is really appreciated if parents can possibly avoid telephoning the school with messages for children. Please make going home arrangements prior to children arriving at school. We are, however, pleased to help in an emergency. Likewise, children are permitted to use the school telephone if the matter is important.

Please note: The school has to pay for all outgoing calls at full commercial rates.

43. MONEY / VALUABLES

Parents are advised by the school when money is required for stationery or fundraising etc. A letter is always sent home. Money brought to school for this purpose is to be handed to the school office first thing in the morning. If a child has to have any large sum of money or valuables at school, it should be handed to the office before the start of school. Please send all money via children in a sealed envelope with your child's name, room number and what the money's for, written clearly on the envelope. Eftpos is available in the office.

44. MUSIC

Music plays an important part in school life. In addition to regular classroom music programmes and the choir and orchestra programmes, encouragement is given for children to participate. Private lessons for guitar, piano and keyboard and brass and wind instrument are advertised in the newsletter or you can contact the office for contact details. Lewis Eady is the school music lesson provider- www.lewiseady.co.nz

45. NEWSLETTERS

We have a weekly news feed that goes out via email every Wednesday.

This includes important dates for the upcoming week and the Principal's Column.

<http://www.ponsprim.school.nz/ponsonby-primary-school/school-news/>

46. OFFICE

The school office is open from 7.30 am to 3.30 pm daily. After 3.30pm it is an important time for the office to finalise many administrative needs for the following day so please respect these times which would be greatly appreciated. It helps staff when children are collected on time.

47. PAYMENTS

The easiest way to pay for activities at school is to pay through the Ponsonby Primary School website.

There is a blue school payment button on the homepage (found on the right hand side of the page under the videos.)

Click on this button to register and create an account for your family – it is very easy and only takes 1 minute to fill in.

All school payments for your child can then be found here. To make a payment

1. Click on blue button that says school payment
2. Choose what you are paying for by clicking on the drop down menu on the left hand side
3. Choose your child to allocate this payment too.
4. Use your credit card to top up your account and pay.

This is the same place that you can order EZ Lunch from so if you have an EZ lunch account you do not have to register.

48. PONSONBY PARENT SUPPORT GROUP (PPSG)

This group plays an integral role in fundraising ventures that benefit the school and child, and also serves the school's community by arranging social activities that will encourage unity and harmony. They meet Thursdays unless advised otherwise at 7.00pm in the staffroom. Please see website for dates.

The purpose of the PPSG is as follows:

To foster goodwill through organising social events that bring the school and the community together;

To organise fundraising which will supplement the school's operational bulk grant, especially to allow the purchase of designated items of equipment or building as decided by the Board of Trustees in conjunction with the Parents and Staff;

To care for the school environment and provide staff support.

All parents are encouraged to attend the meetings.

All parents are members of the PPSG - Meeting dates are on the school website calendar. They are held in the staffroom at 7.00pm.

49. PARENT HELP AND INVOLVEMENT

Ponsonby Primary School is fortunate in having excellent parent help. The teachers encourage and welcome parents to help in the junior, middle and senior classes. Teachers will send out requests for helpers and if you can indicate the ways you can assist it would be appreciated.

Helping in a classroom or in the school supports the school community.

If you have time and would like to help, contact your child's teacher. The rosters are revised each term to give new parents an opportunity to assist.

Rainbow reading programme (yr 3 & 4) is where parents regularly come in and help our older children with reading. If you can help with reading please contact our Deputy Principal Susan Robins.

Sports coaching help is always appreciated. If you have particular strengths, please advise Alana Bebich or Francis Naera. Francis also coordinates the parents who help on morning and afternoon crossing patrol. If you have 20 minutes before or after school on any day please advise the office. We always need relievers for patrols.

50. PHOTOS

Photos of class groups and individuals are scheduled on the calendar for those who wish to purchase them.

No compulsion is made to have these photos taken or to purchase them. Parents can bring their younger children to be photographed on the day we have individual photos and we will have a catch up day for individuals and year 1 classes later in the school year. Photolife have been contracted to take our photos this year.

51. PHYSICAL EDUCATION

All children participate in regular physical education lessons. Emphasis is placed on fitness and the mastery of skills. The school offers a wide range of activities for the children.

2019 school sports days are:

Term 1 –Swimming/ cricket/softball

Term 2- Cross-Country running

Term 3 –Netball teams, winter sports day for Year 5 & 6 and inter school exchanges.

Term 4- Athletics

Basketball teams play after school through the school year.

Flipper ball is terms 2-4

Netball is coached by parents and supported by our school sports team in terms 2 and 3 .

Parents organise our ski team.

52. SPORTS

Teams play in a wide range of sports including athletics, swimming, netball, rugby, cricket, softball, soccer, touch rugby, rugby and basketball. Note that most inter-school involvement begins in year 5 and 6. All children are expected to take part in these activities. If representing the school team members, need to wear a school sport shirt and black, navy or white shorts.

53. SPECIAL NEEDS and EDUCATION SERVICES

Susan Robins is responsible for intervention programmes and has a list of organisations that can help if children are experiencing barriers to learning.

MOE and other agencies work in partnership with parents the child and school to meet needs. They offer the following:

- **ADVICE** They can tell you the choices available and how you can get them.
- **ASSESSMENT** They can assess your child and suggest helpful practical programmes, the resources needed and alternatives.
- **ADVOCACY** They act on behalf of the child with schools and other agencies to make sure special needs are met.
- **INFORMATION** They inform parents about the education system and how it can work for the special needs of your child.

A big focus for the school in 2019 continues to be on identifying and providing for children diagnosed with dyslexia and attention issues in the classroom.

Teachers and parents refer children to Susan, Sanjay or Anne if they are experiencing difficulties in the classroom or in social settings. Susan then looks for the most appropriate help. If an outside referral is required she will advise you.

If, as a school we have overlooked a learning need, please talk to the Principal or to Susan Robins

54. STARTING SCHOOL

You will have attended a new pupil starting school meeting with the junior team, filled out a full enrolment form with the principal and been on classroom visits. The first few days of starting school it is important to follow, our Deputy Principal's outline to new parents on your child's transition to school. The parent guideline was developed after extensive consultation with parents and local kindergartens. A reminder that for some children the transition to school is immediately successful, others take time.

When starting school, if you can help your child to be independent with fastening clothing, opening and closing their school bag, recognising their own belongings, using the toilet and a handkerchief, it would assist the staff and help the child settle into school life more quickly. At home, each night it is great if you can show an interest in your child's work. Listen to them, talk to them, read to them, and make sure you get and read school notices from their school bag!

If you are concerned about how your child is settling in to the everyday routines discuss this with the teacher or Susan Robins (srobins@ponsprim.school.nz) as they have some excellent strategies.

For the first two weeks children we conduct a transition period, so parents are asked to take children home at 2.00pm during the settling in time. All children are expected to become 3 0'clock children after 2 weeks.

In the enrolment pack are 2 booklets with suggestions to help parents encourage reading and writing. Children need lots of praise about the work they do at school.

55. STATIONERY

All stationery can be purchased online. Forms are in enrolment packs. It would be great to have stationery completed by 10th February. Year 1 and 2 bring their packs to school please for labelling.

If a child requires stationery during the year the office gives the child a slip with the item listed and cost. We hold some stationery at school. A payment request is sent home with the child.

56. SUGGESTIONS for improvement

Please feel free to put comments in written form if you want to make a suggestion or comment to the PPSG, Board or Staff. Emails are an easy way to send suggestions amalcolm@ponsprim.school.nz

57. SWIMMING POOL

Swimming sessions are compulsory, parents are expected to let the classroom teacher know if they are unable to swim through illness.

The Senior leadership Team are committed to ensuring that all children can swim. We operate an intervention programmed for identified non swimmers from year four.

The pool is open for a supervised lunchtime swim.

The children use the pool in Term 1 and Term 4 – depending on the weather, although the pool is heated.

All children are expected to bring their own named togs and towel as their class timetable dictates.

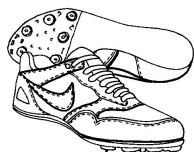
All children must wear a bathing cap in the pool. The caps allow for easy visibility and prevent hair in the filter.

58. WALKING TO SCHOOL

Children walking to school need to stay on the footpath and cross on the school crossing if on Curran Street.

59. WALKING BUS

We have an official Pegasus bus that travels through St Mary's Bay and unofficial informal walking routes around Ponsonby. See the community section of the web site.



60. WEB SITE

www.ponsprim.school.nz

Updated regularly and any cancellations on the site from 7.30am on the morning.

Email addresses for teachers are initial name @ponsprim.school.nz

e.g. amalcolm@ponsprim.school.nz

If you have any questions or suggestions for additions to the Information Booklet, please contact the Principal, Anne Malcom.

Section 3 Policies **POLICIES**

All Policies/Procedures can be accessed through our school website.

Follow the pathway.... www.ponsonby.school.nz School Info/School Policies_

Below is an example of one of our Policies.

Governance –Health and Safety Policy

Policy for families bringing dogs into the school grounds during the school day.

Purpose: To ensure the safety and well-being of all members of the Ponsonby Primary School community.

Dogs are an important part of life for many Ponsonby Primary families, and as such, are often included in day-to-day activities such as walking children to and from school.

The school appreciates this inclusion and values pet ownership as an educational experience, it also acknowledges other families (and individuals) can find contact with dogs stressful, even frightening.

The Dog policy aims to take into consideration the needs and expectations of all members of the Ponsonby Primary community and also minimise the risk of accident or injury to people or animals within the school grounds.

To this end, the policy sets out a “Code of Conduct” for all families wishing to bring their dogs onto the school grounds. Failure to comply with the Code of Conduct in respect of a dog means the dog is not to be brought into the school grounds between 8.00am and 4.00pm during the school week. Existing council by-laws already cover issues such as dog restraint and the need for owners to pick up their dog’s excrement. For clarity these matters will also be dealt with in the school Dog Policy.

Regulations concerning dogs on Ponsonby’s grounds are as follows. All parents and other carers intending to bring their dogs to school must adhere to the Code of Conduct which states:

- All dogs must be on a leash that keeps the dog reasonably close to the adult.
- Dog’s leashes need to be held by adults only.
- Dogs can be tied up away from door entry on a short leash for brief periods of time (enough time to take a child into class)
- No dogs are allowed on the rubber matting in the junior playground as children have to feel free to be able to play away from dogs.
- Tie dogs away from entry ways so that children have a choice whether they want to come in direct contact with dogs.
- No dogs accompanying children to and from school are allowed inside any school buildings.
- Parents are responsible for any soiling by a dog on the school grounds and failure to do so will mean the dog will no longer be allowed in the school grounds.
- Dogs are not to be allowed to drink from the school water fountains.
- Parents when bringing dogs onto the site do so with an absolute understanding that their dog has no issues around children, has never displayed any aggression towards children and that the owner believes the dog is fully trustworthy in a school environment.

The policy makes it explicit that dogs will not be allowed in classrooms (unless on a specific invited visit), hallways or the school hall. (Teacher dogs have their own policy and are at school fully at the discretion of the Principal. They come under the caring for animals policy (Appendix 4)).

The policy and Code of Conduct make clear that bringing dogs to school is a privilege not a right.

Ponsonby Primary is committed to teaching children appropriate behaviour when approaching and interacting with all pets, in a bid to further minimise the risk of accidents and injury. Ponsonby Primary’s educational programmes such as “Pet chat” and “Vets in School” both promote the relationship between people and their pets, and illustrate the school’s acceptance and encouragement of pets as ‘family members’.

Presented for Board approval 26th July 2010.

Code of Conduct

All families of Ponsonby Primary's school community are deemed signatories to the dog in school code of conduct. The code is on the school website, is identified to parents at the induction and or enrolment meeting and is in the parent hand.

Dogs in School Grounds

This policy aims to ensure the safety and well-being of all members of the Ponsonby Primary School community.

Dogs are an important part of life for many Ponsonby Primary families, and as such, are often included in day-to-day activities such as walking children to and from school. The school appreciates this inclusion and values pet ownership as an educational experience, it also acknowledges other families (and individuals) can find contact with dogs stressful, even frightening.

This policy takes into consideration the needs and expectations of all members of the Ponsonby Primary community and also minimise the risk of accident or injury to people or animals within the school grounds.

To this end, the policy sets out a "Code of Conduct" for all families wishing to bring their dogs onto the school grounds. Failure to comply with the Code of Conduct in respect of a dog means the dog is not to be brought into the school grounds between 8.00am and 4.00pm during the school week. Existing council by-laws already cover issues such as dog restraint and the need for owners to pick up their dog's excrement. For clarity these matters will also be dealt with in the school dog policy.

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- No dogs are allowed on the rubber matting in the junior playground as children have to feel free to be able to play away from dogs.
- Tie dogs away from entry ways so that children have a choice whether they want to come in direct contact with dogs.
- No dogs accompanying children to and from school are allowed inside any school buildings.
- Parents are responsible for any soiling by a dog on the school grounds and failure to do so will mean the dog will no longer be allowed in the school grounds.
- Dogs are not to be allowed to drink from the school water fountains.
- Parents when bringing dogs on to the site do so with an absolute understanding that their dog has no issues around children, has never displayed any aggression towards children and that the owner believes the dog is fully trustworthy in a school environment.

The policy makes it explicit that dogs will not be allowed in classrooms (unless on a specific invited visit), hallways or the school hall. (Teacher dogs have their own policy and are at school fully at the discretion of the principal. They come under the **Animal Ethics** policy.)

The policy and Code of Conduct make clear that bringing dogs to school is a privilege not a right.

Ponsonby Primary is committed to teaching children appropriate behaviour when approaching and interacting with all pets, in a bid to further minimise the risk of accidents and injury. Ponsonby Primary's educational programmes such as "Pet chat" and "Vets in School" both promote the relationship between people and their pets, and illustrate the school's acceptance and encouragement of pets as 'family members'.

Reviewed December 2019

C. This topic is school-specific at the special request of this school.