



LONG BAY PRIMARY



Parent Information Booklet

May
2015

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Long Bay Primary School

Mission statement:

To inspire students to become confident, connected, actively involved lifetime learners through high quality whole child education.

Welcome

Tena Koutou Nga Whanau O Te Kura O Long Bay

We welcome you to the Long Bay Primary School community. Families are encouraged to participate in school activities and an open door policy is in operation. This in fact means you may call and discuss anything about your child's education, at a time suitable to the teacher / senior teacher / principal and you.

We have a Board of Trustees and a PTA where parents and teachers work together to achieve the School's Charter and its aims and objectives. We encourage you to become involved in our school community through parent morning teas/parent help/class trips/sports coaching and PTA membership. Ways in which we communicate include our fortnightly online newsletter, website, email and the community notice board near the school hall. Our school website address is www.longbayprimary.ac.nz.



The Board of Trustees

A Board of Trustees (BoT), elected by the parents every 3 years, governs the school. The Board comprises 7 members, 5 elected by parents, 1 appointed, 1 elected by staff, and the principal, who is automatically a member. Next BoT elections will be in 2016.

Jason McMenamin	Chairperson	jason.mcmenamin@bp.com
Brent Haywood	Property	
James Edgoose	BoT Training	
Billy Miller	ICT	
Justin O'Sullivan	Finance	
Jo Patrick	Staff rep	jopb@longbayprimary.ac.nz
Linda Barton	Principal	lindab@longbayprimary.ac.nz
Steph Todd	BoT Secretary	stepht@longbayprimary.ac.nz

The Board meets regularly and these dates are advertised in the school newsletter. A copy of the Charter, Board of Trustee minutes, Annual Report and PTA minutes are available for you to read.

How You can help our School

Parent help: in the classroom and elsewhere

We warmly encourage parents (and grandparents) to help with our classroom programmes and this can be arranged through the school office or your child's teacher. We also appreciate help with our Bookworm reading mileage and Junior Perceptual Motor programmes and sports support.

PTA

The Parents Teacher Association (PTA) provides a link between the school and the parents by building stronger parent/community and BoT partnerships. The Long Bay Primary PTA supports the school in the areas of education, fundraising and social.

PTA meets on a monthly basis, with meeting dates advised in the school newsletter. Informal and fun, everyone is welcome. You can contact the PTA on longbayprimarypta@gmail.com or our PTA chairperson for more information about meetings and activities.

Use of School Facilities

The school has a procedure for Use of School Facilities, which allows for the school grounds to be available to Long Bay Primary School students and the PTA (at the Principal's discretion). Outside organisations require Principal permission.

The school hall is available for hire. Please contact the Property Manager Mr John Underwood on johnu@longbayprimary.ac.nz or enquire at the school office.

Children's Health and Welfare

Emergencies and Injuries

There is a Medical Room where children are able to rest when they are feeling unwell. It is usually best for these children to be cared for at home or to be taken to a doctor. In these cases we will telephone and ask you to collect your child from school. All parents are asked to provide an alternative contact in case of emergency.

Health Issues

Several students have severe allergies to such foods as nuts and soy so we would ask all parents to cooperate with our request that no food containing nuts (especially peanuts) is sent to school. Exposure by smell as well as touch can cause an anaphylactic attack in these children which is life-threatening.

Dental Clinic

The School Dental Clinic is available to all children from the age of two and a half years. Please phone the Dental Clinic for an appointment (479 5730). The Dental Therapists visit our school once a year for checks then students are referred to the clinic at Northcross Intermediate. For all queries and emergencies please call the above number and you will be given information to go to one of the adjacent school dental clinics.

Public Health Nurse

The nurse is available on appointment to discuss health matters with parents. Vision and hearing are also tested every six months (for new entrants or re-tests).

Smoking

The school has a smoke-free policy that will ensure a smoke free environment.

Sunhats and sunscreen

The school has a sunhat policy which requires children to wear sun hats when outside during Terms 1 and 4. Sunscreen is also encouraged.

The Staff of Long Bay Primary

Principal:	Mrs Linda Barton	lindab@longbayprimary.ac.nz
Associate Principals:	Mrs Julie Butler	julieb@longbayprimary.ac.nz
	Ms Jo Patrick	jop@longbayprimary.ac.nz
Teachers:	Mr Steve Anderson	stevea@longbayprimary.ac.nz
	Mrs Nikki Douglas	nikkid@longbayprimary.ac.nz
	Mrs Claire Dowson	claired@longbayprimary.ac.nz
	Mrs Diane Edgoose	dianee@longbayprimary.ac.nz
	Mrs Helen Fairclough	helenf@longbayprimary.ac.nz
	Mrs Ann Grayson	anng@longbayprimary.ac.nz
	Mrs Tracey Hardey	traceyh@longbayprimary.ac.nz
	Mr Aaron Joyes	aaronj@ongbayprimary.ac.nz
	Mrs Miranda Kelly	mirandak@longbayprimary.ac.nz
	Ms Anne Kelly	annek@longbayprimary.ac.nz
	Ms Victoria Koopen	victoriak@longbayprimary.ac.nz
	Ms Dianne Mayall	diannem@longbayprimary.ac.nz
	Mrs Dee McGibbon	deem@longbayprimary.ac.nz
Mrs Adele Montgomery	adelem@longbayprimary.ac.nz	
Mrs Briar Porter	briarp@longbayprimary.ac.nz	
Mrs Margaret Read	margaretr@longbayprimary.ac.nz	
Mrs Quanita Taurua	quanitat@longbayprimary.ac.nz	
Mrs Chris Turner	christ@longbayprimary.ac.nz	
Miss Sarah Wyrill	sarahw@longbayprimary.ac.nz	
Teachers Aides:	Mrs Betty Knoppert	
	Mrs Trish Judd	
	Mrs Tracy Ward	
	Mrs Stephanie Todd	Also an office administrator
Administration personnel	Mrs Sandra Nicholls	admin@longbayprimary.ac.nz
	Mrs Sandy Tickner	sandyt@longbayprimary.ac.nz
Property Manager	Mr John Underwood	johnu@longbayprimary.ac.nz

Administration Guidelines for Parents

Enrolment

New in-zone families are invited to contact the school office to arrange an appointment to meet with the principal to discuss enrolment. Parents are required to provide the child's Birth Certificate and Immunisation Certificate (for all 5 year old new entrants) and passport if necessary, to confirm status for enrolment in a state school. Children may begin school from their 5th birthday.

International Students

Limited places are available for international students. Please enquire about enrolment from the Principal or School Secretary. As a guideline the fees for one year's tuition are \$10,000 plus administration costs and GST (currently 15%). Please note that all prospective students must be residing with their parents.

School hours

School begins at 8.55 am and finishes at 2.55 pm.

Children need to arrive before 8.55 am so that work can start on time. Children should not arrive at school before 8.30 am as there is no supervision and the school cannot accept responsibility for their wellbeing before that time. Morning tea break is 10.30-10.50 am and lunchtime from 12.30 -1.25 pm.

Office hours

Our school office is open from 8.30 am to 3.30 pm daily. An answerphone is in operation when the office is unattended and after hours.

Open Door Policy

The school promotes open communications with parents. We welcome visits, but if you wish to discuss your child's progress with the teacher please make an appointment at a time convenient to both you and the staff member. Should you have a concern please discuss this with your child's teacher first before seeing the syndicate leader, then the principal.

Donations

School donations form an essential part of our school funding. Items covered include photocopying, extra staffing, computers, computer software plus other technological aids, sports equipment, musical instruments, specialised books and anything else that is not covered by the Government Operations Grant.

Assemblies

Assemblies are held each week on Friday mornings in the school hall. Special syndicate-lead assemblies are held at different times during the term which are listed on our key dates in the newsletter. Parents are invited to attend all assemblies.

Library & Information Centre

All the children have regular visits to the school library and are encouraged to use this facility. They may borrow up to 2 books at a time and may keep them for 2 weeks. Books must be transported in a book bag. Please assist your child to care for books on loan and return books promptly. There is a charge for replacement of books damaged or lost.

Information and Communication Technology

Information and Communication technology is integrated into all curriculum areas to enhance children's learning. Children have access to a variety of ICT in addition to multi-media tools, such as digital cameras. Internet access is also available under the supervision of the teacher. An Internet Access Contract is completed by all parents/caregiver. The school has a website (www.longbayprimary.ac.nz) which contains information about the school with photographs, newsletters, children's work, staff profiles and ongoing updates as well as school policies and procedures.

Waterwise Programme

One special feature of our school is the Waterwise Programme, which is available to children in the Year 5 and 6 classes. The students do need to be able to swim 25m. Year 5/6 children complete Waterwise theory and learn practical sailing skills. Parents and teachers who are certified Waterwise sailing instructors carry out the teaching. Training is offered to enable parents to be certified sailing instructors. Please enquire at the school. Year 1-4 children are given the opportunity to develop water confidence - skills which lead into the Year 5-6 programme.

Extra Curricular Activities

Children have opportunities to participate in a wide range of activities. These include interschool sports, music tuition, choir, dance group, kapahaka, school orchestra and sports teams. Details of all these programmes will be found in our school newsletters or in direct communication from the programme coordinators.

Special Programmes

As these arise the children have opportunities to participate in a school musical production and an art exhibition (alternate years for both), Northern Bays Performing Arts Festival, a Choir Festival and special school-wide programmes such as Science Fairs, book parades and cultural festivals.

Curriculum-Related Information

Reporting to Parents

Each Term formal reporting to parents takes place.

- Term 1: Parent/Teacher Interviews (Week 5/6) . Students are encouraged to attend
- Term 2: Written Report and formal Progress Interview to discuss the mid-year report and to set future goals. Students are encouraged to attend.
- Term 3: Parent /Teacher interviews as requested
- Term 4: Written report

Our open door policy encourages parents to see their child's teacher regularly, popping in before or after school to keep in touch. It may be wise to make an appointment time to discuss any concerns. The best way to do this is by email.

Reading

Reading is a key of all our children's learning at Long Bay Primary. Children bring home books from our library as well as classroom readers. We run support programmes throughout the school such as Reading Recovery, Bookworm and Rainbow Reading. Encouragement at home by reading with and to your child will help them develop their reading skills.

Expectations

In all areas of school life, academic and social, we encourage children to be caring of others and of their environment. We set guidelines for such things as behaviour, work habits and presentation of work. These expectations help your child to reach the best possible level of achievement. We celebrate both effort and attainment.

Homework

Year 1-2 children will bring home reading homework in the form of instructional readers, poem books and library books. As children progress, a spelling programme will be introduced. Year 3-6 children are expected to continue with reading, spelling and learning their basic maths facts. They may also have a weekly homework contract based around the current topics of study. If your child is taking a very long time to do the work or is unable to do it, check with the teacher concerned. Homework has a place in consolidating and enriching school related activities with support and encouragement of parents. By acknowledging your child's efforts you will be encouraging your child to achieve well.

A letter is sent to parents at the beginning of the year and follow up reminders are sent each term. A discount incentive is offered for prompt payment in full before the end of March.

Payments can be made in a number of ways including term by term, direct debit (weekly or fortnightly) or via internet banking. [Our bank account details are ASB Browns Bay 12 3080 0105403 00.](#) If you choose this option please identify your full family name in the reference.

Absences

It is essential for you to telephone or [email](#) the school before 9.15am if your child is absent through sickness or for any other reason. Phone 473-6077 or email admin@longbayprimary.ac.nz. Please note that an answer phone message may be left if you wish to phone before 8.30 am.

Failure to contact the school will lead us to believe that your child has left home but has not arrived at school. We are concerned about the safety of your child and we will try to contact you to verify absences.

Children's Records

Whenever there is a change of address, home or business telephone, parents' hours of work, medical information or family circumstances and emergency contact, please inform the school promptly. Out of date information can mean that we are unable to contact you in an emergency. It is IMPORTANT that up to date emergency contact information is kept.

Stationery

Children may purchase emergency items of stationery from the school office before school, although it is cheaper to purchase from a supplier such as Stationery Warehouse . At the end of each year, stationery lists are sent home advising parents of the requirements for each class so that parents can purchase the books required for school and have these ready for the first day of term.

School Uniform

Correct school uniform is compulsory.

School uniform items may be purchased directly from NZ Uniforms in Albany: A range of clothing options is available. Please ensure that all clothing is named. Sensible footwear must also be worn at all times (no jandals, crocs, boots or high heels).

Donated second-hand uniform items are available for purchase at the office for \$5 per item, with all proceeds going to the PTA.

Money Matters

On occasions when it is necessary for money to be brought to school, please send it in a sealed envelope marked with the child's name, room, amount enclosed and purpose.

This must be given to your child's teacher.

School activities and school donations can also be made using internet banking. Please remember to email your child's teacher and the school office with confirmation of payment. Please include your child's name and specific details for example: swimming, miniball or school donation.

Our bank account details are ASB 12 3080 0105403 00.

School Newsletter

Our school newsletter is full of school news, photos and important information including upcoming dates for school events. It is really important that you read this to ensure you are up to date with all school news. Please contact the office if your email address has changed.

Our school newsletter can also be viewed on the school website, the school notice board and also in the office.

Parking

There is a large area for parking vehicles outside the school gates just beyond the main entrance. We ask parents visiting the school, waiting for or delivering children, to please use this car park. If stopping in the 2-minute parking zone, please stay in your vehicle as this is a pick-up/drop-off area only.

Please do not drive into the grounds or park across the gateway, the bus loading area or near the area used as a pedestrian crossing. By keeping these areas free, we keep traffic hazards to a minimum. Walking up and down the grass bank from the car park is prohibited.

School Environment

We are a wrapper free school, which means no plastic food wrap or food packaging. We take pride in our school and work hard to maintain a litter-free playground. Students do need to take their food wrappings and lunchtime rubbish home.

Buses

A free contract school bus (currently Ritchies) serves the Okura - Redvale area, travelling via Northcross Intermediate to Long Bay Primary School to arrive by 8.45 am.

A Northstar bus (No. 15) leaves school each afternoon via Stredwick Drive and Awaruku Road. Please ensure your children have the correct bus money \$1.10 available when using the after school bus service. Alternatively you can purchase a HOP card (concession ticket) at Northcross Price Cutter & Lotto, 851 East Coast Road. PH: 478-

5434. A teacher has the responsibility of assisting the children to the buses after school from the assembly point in the school hall. A check-list is kept at the school and we ask that you advise us if your child is going to travel to and/or from school by bus. Children must comply with the Long Bay School Bus Behaviour Code.

Bikes and Scooters

Written permission from a parent is necessary if your child wishes to bring a bike/ scooter to school. Cyclists and scooter riders must wear a helmet. Parents accept full responsibility for their child's safety to and from school outside of the school grounds and the security of the bike / scooter while at school. Please ask at the office for the relevant letter.

Walking School Bus

We have a walking school bus which leaves from the County Road shops each morning. If you would like to join or find out more information about the WSB, please contact the office for the WSB co-ordinator details.

Belongings / Clothing and Lost Property

Please name all your child's clothing and footwear.

Large quantities of unmarked clothing accumulate in our lost property over time. These items are stored in the wooden lost property box at the rear of the hall. Please check through this bin for your child's property. Children should also be encouraged to be responsible for their own possessions, and to also look through the box.

Valuable items (toys, electrical goods, jewellery etc) should not be brought to school. We cannot accept responsibility for loss or damage, and have only limited time to make enquiries when problems arise.

Children participating in school sports teams, choir, school trips or visits are required to wear the Long Bay School polo shirt which is part of our uniform. The children are expected to wear clothing that is appropriate for activities to be undertaken, particularly physical education.

Before and After School Care

Kelly Club offers care on the school premises before school (7—8:30 a.m.) and after school (2:55 until 6.00 p.m.) daily. They also run a holiday programme. Contact details are at the back of the school newsletter.

School Banking

ASB brochures with application forms are available from the school office if you wish your child to participate in school banking. The envelopes are left in a special box in the school foyer for collection every Tuesday.