

PAPATOETOE EAST PRIMARY SCHOOL



**Information
Booklet
2016**

INTRODUCTION

Greetings	Welcome	Kia Ora	Talofa
Fakalofa	Lahi Atu	Malo e	Lelei
Kumusta	Ni Sa Bula	Namaste	Fung Ying
Hoan	Nghenh	Toi	Truong
Sawadee	Sabaidee	Soursdey	

He mihi teenei na te Poari Matua me nga Kai -
tiaki o te Kura o Papatoetoe.

Mehemea, e hiahia ana koutou nga maatua
me nga whaea kia haere mai ki te kura, kia
mohio ai koutou i a maatou mahi. Peena
kei te tika, kei te hee raanei.

No reira, hoatu mai o Koutou whakaaro
me o koutou hiahia, kia whakahua hua te kaupapa mo o taatou tamariki
Kia Ora taatou katoa

The Board of Trustees and staff of Papatoetoe East Primary
School extend a warm welcome to all pupils, their Parents and Caregivers.
Your full support is vital to the learning process, and provides an
opportunity to have an involvement with staff and parents to
provide a quality education for your children.

PHONE - 278 5446

FAX - 277 9217

E-MAIL - general@pep.school.nz

Website - www.pep.school.nz

Enrolment Scheme

This school has an official enrolment scheme, which means that only pupils that are 'in zone' or meet strict Ministry of Education 'out of zone' guidelines, can be accepted at this school. The school office has all details of this Enrolment Scheme.

When enrolling your child at school ;

1. An enrolment meeting will be held with the Deputy Principal to go through all enrolment information with the parent of the child being enrolled.
2. An official school enrolment form must be filled out completely.
3. Some type of 'proof of address' will be required eg copy of the residential power account.
4. It is essential that Parents and Caregivers provide at least 2 current contact numbers for emergency purposes.
5. New pupils starting school for the first time must have recognised verification of their age e.g. birth certificate or passport and an original copy of their Immunisation Certificate. Copies of these documents are taken.
6. Within a six to ten week period, a parent / school meeting will be held to discuss the pupils' progress, how they have settled into the school environment and answer any questions or concerns that parents may have.

With parental supervision informal pre-school class visits can take place for pupils six weeks prior to their fifth birthday. Details of these visits will be discussed at the enrolment.

General hints for new pupils and parents:

1. Please name all children's uniform, hats, bags, lunch boxes, drink containers etc.
2. Sending children to school as to arrive between 8.20am and 8.50am. Pupils are not supervised before this time or after 3.20pm.
3. Put any money for school in a envelope with your child's name and room.
4. Talking to your child about their day at school. Be interested and involved with their school work and the events of the school day
5. Discuss about 'child safety' rules when coming to and going home from school.
6. Parents dropping off and picking up pupils must use Tui Road or Cornwall Road entrances.
7. The School driveway is closed for parent traffic before and after school.
8. If your child is late to school they must report to the office where they will be given a late note for their teacher. All lateness has to be monitored.

9. All parents and other visitors to the school must report to the office first.
10. By law, all pupils are expected to attend school for the official school hours. These are 8.50am through to 3.00pm. Parents are expected to schedule out of school activities and transport arrangements for their children around these times. Children arriving after the start bell must receive a late pass from the office. Children leaving before the 3.00pm bell must be signed out at the school office.

Just a reminder - parents and pupils **must** use the pedestrian crossing in the mornings and afternoons. Please help us with training your children to make road crossings as safe as possible.

Remember:

'Pupils safety is our first priority'.

Absences / Lateness

Parents are asked to contact the school office by phone and leave a message on voicemail if their children are not attending school for any reason. Parents are also to provide a written explanation of the absence on the first day back at school. The Education Act states that children must attend school on an consistent and on-going basis and that parents must account for all absences. The school follows up all pupil absences on a daily basis with phone calls to homes of all absent pupils. District Truancy is advised of all school concerns and an officer may contact or visit households to discuss on-going absences and consistent lateness as per Ministry of Education guidelines.

Accidents to pupils

In case of pupil accidents, every effort is made to contact parents, caregivers and or other identified 'emergency contact people' (as per enrolment information) as soon as is possible. If this cannot take place then the school will contact the child's identified doctor and if necessary transport the pupil to the closest Accident and Emergency Clinic or Middlemore Hospital. Continued efforts will be made to contact children's next of kin as soon as it is possible.

Clothing and Uniform

Pupils must come to school every day in full school uniform. This is available from The Warehouse, Cavendish Drive, Manukau. Details of this compulsory school uniform are available from the school office.

If school uniform is not able to be worn an explanation note is required and must be sighted and signed by a classroom teacher.

Lost clothing is always a problem. Parents are asked to name all parts of their child's uniform with their name. Each classroom block keeps their own lost clothing bin. Parents are able to check this bin at any time.

All pupils have a school summer hat as part of this uniform for wearing in terms one and four.

Discipline and Behaviour

Papatoetoe East Primary School has very high expectations of behaviour for all pupils. Our school philosophy centres around courtesy and respect being shown to everyone by everyone and exemplary standards of behaviour are encouraged and modelled at all times.

All pupils (with support from the school staff) will be expected to take responsibility for their own behaviour and to show self discipline. This also includes pupils taking responsibility for any damage to school property or school equipment.

As part of our schools S.T.E.P.S. behaviour programme parents also have a direct involvement with the discipline of their children at school, especially if their children's behaviour shows 'gross disobedience, is 'anti social' or 'is a danger to themselves, other pupils and staff members'. All teachers, and other school staff members have delegated responsibility for overseeing school discipline and being positive role models. The Principal is kept informed on all matters relating to this and will become involved as and when required.

If parents wish to make enquiries or complaints regarding pupils behaviour and other associated matters, the following procedures should be followed:

On class matters- consult the class teacher first, or the Assistant Principal or the Deputy Principal.

In other instances- parents can contact the Deputy Principal and or the Principal.

As a matter of course, the Principal is always available to help with these situations but will involve other staff members and parents if applicable.

A priority for our school is to have clear positive two way communication channels between school and home. Please feel free to contact the school if you are unsure or uncertain about what is happening in regards to your children or events taking place. The school telephone system also has a messaging option and a school news broadcast of upcoming events.

School Lunch Scheme and Lunches.

As this school has no school lunchroom children must bring appropriate lunches to school. The school will not accept pupils or families bringing 'fast' foods, fizzy drinks or sweets to school as part of their lunch.

Parents who wish to have their children going home for lunch must send a written letter to the Deputy Principal stating this. No pupils will be allowed out of the school grounds unless a letter has been received and approved by the school.

Lunch Breaks.

This school operates two breaks where it is expected that all pupils will sit with teacher supervision and eat appropriate lunch food. Pupils and families will need to plan for having food to cover both of these breaks.

The **first** break is at **10.50am to 11.30am**.

The **second** break is at **1.05pm to 1.45pm**

Grounds Use and Security

Parents and children should be made aware that the school grounds are not supervised before school, after school or in the week ends. The Board of Trustees has a 'public bylaw' that states that all bicycles, rollerblades and skate boards are prohibited from the school grounds, and that the school grounds are closed to the public after school hours. No dogs are allowed on school property at any time.

Hours of School.

8.50am to 10.50am

Break 1- (40 minutes)

11.30am to 1.05pm

Break 2 - (40 minutes)

1.45pm to 3.00pm

Reporting to Parents

Reporting to parents, family and whanau takes place in writing twice a year. In conjunction with this learning partnership meetings take place with parents, family and whanau twice a year.

Learning Partnership Meeting – Early Term 1

The purpose of this meeting is to get to know students, families and whanau, to share important background information with one another and discuss student and families learning priorities.

Mid-Year Report and Learning Partnership Meeting – Late Term 2

The purpose of this meeting is for the student to share their learning journey with parents, family and whanau. A written report in Reading, Writing and Mathematics is provided prior to the Learning Partnership meeting. This report gives an indication of the students' progress against the National Standards and documents current learning, providing the basis for discussion. This results in clarity of next learning steps and how the parents, family and whanau may support the student to learn.

End of Year Report

The purpose of this report is to detail student progress against National Standards in Reading, Writing and Mathematics as well as achievement in all other Curriculum areas including the Key Competencies, Values and social behaviours.

Information and Communication Technology (I.C.T.)

As part of our normal teaching programme, a variety of technologies including T.V.'s, videos, Compact Discs and DVD's, telephones, faxes, computers and Interactive Whiteboards are used in classrooms and our Library ICT Centre. Parents and caregivers are welcome to discuss their uses with their child's classroom teacher. A Cybersafety Agreement is signed by all pupils to help them and their families understand issues related to 'cybersafety' and the use of computers and the internet.

HEALTH AND PUPIL SUPPORT

Outside Agencies involved with our school;

Public Health Nurse

Dental Service.

Social Workers in Schools (SWiS)

Papatoetoe Adolescent Christian Association (PACT)

Information regarding thee agencies is available through the school office.

Hygiene.

We would like all pupils to arrive at school clean and tidy. Every effort is made to help children to be trained to observe basic hygiene routines while at school; e.g. washing hands after going to the toilet and before eating etc.

If accidents do occur at school concerning hygiene matters, the school endeavours to fix the problem using school resources. Sometimes, however this may not be the case and parents may have to be contacted to take their children home to get cleaned up and changed. Children will then be able to return to school and resume normal programmes.

Head Lice (Pediculosis).

This is a problem that all schools face and have to contend with, therefore it is imperative that;

Before coming to school long hair is brushed and tied back.

To also reduce the risk of head lice -

Vigorous daily hair brushing and regular hair washing is helpful and it always pays to check your child's hair on a regular basis.

Treatments for head lice involving Shampoo and sprays are readily available from any chemist. This school will do all that is possible to reduce the spreading of head lice within the classrooms. This will always involve using the Public Health Nurse and approaching the parents of any pupils suspected with spreading head lice Ph 270 9060.

Sight and Hearing Testing.

Sight and hearing tests are completed at B4 school checks and at ages 5 and 11 years. Parents are fully informed if problems are identified. Details of when testing will take place are communicated through the school newsletter. If parents have concerns with their child's sight or hearing, contact can be made with the school and Public Health Nurse. Ph 270 9060.

Infectious Diseases.

See attached table at the end of this booklet for specific details.

Smoking Free Environment

This school has a "Smoke Free Policy" as per New Zealand law. No smoking is allowed on the school grounds under any circumstances.

Safety

Security - Gates.

The school has full security gates that are closed from 8.55am to 2.50pm each school day. All visitors must report to the school office on arrival.

Access to children.

The Principal must be informed of any parent or caregiver who:

- a) is denied access to their children.
- b) has restricted rights of access.
- c) other pertinent details if children are involved in custodial situations.

All parents and caregivers, even if known to the class teacher or Principal, must call at the school office first if they wish to contact or visit any pupils.

No right of access to classrooms or to pupils is deemed to be automatic unless permission has been given by the Principal.

At all times the school operates under guidelines of the Privacy Act.

Civil Defence Emergency (as per Auckland City Council policy)

In an official civil defence emergency, all pupils are held at school and then when approval is given by A.C.C. Civil Defence pupils are released to parents or family members in person.

Any children not claimed by their family would be held and under strict control at one designated local school centre as per Civil Defence instructions.

Official radio messages will announce all details and whether children can resume school or not after the emergency situation has been declared as over.

Each term regular school practices are organised to ensure children and staff are familiar with all fire evacuation and other emergency drills.

Pedestrian Crossing.

There is a patrolled crossing operating at the school from 8.20am to 8.50am and then 3.00pm to 3.15pm. Pupil patrol monitors and a supervising adult are on duty at these times. Parents are asked to co-operate fully with this school operation, and to park within the road lines as marked by the Auckland City Council. Local A.C.C. parking wardens patrol our school roads and entrances as required.

NO PARKING IS AVAILABLE IN THE SCHOOL GROUNDS

Playground Duty.

As a responsibility delegated by the Principal to all school staff members, staff are on playground supervision for both the lunch break periods and after school. Two way communication is used between all duty staff and the office during all duty times. Also teachers on duty are identified by wearing bright orange / yellow jackets.

Every care is taken by the Board of Trustees and the Principal to meet regulations that state that the school environment and school equipment is as safe as is possible for pupils and staff members. The school also follows the regulations and guidelines of the Occupational Health and Safety Act.

Bicycles.

As per N.Z. Police recommendations, children in Year 5 and 6 are permitted to ride their bicycles to school. The school takes no responsibility for the storage of bicycles and we suggest that all bicycles are securely locked while at school. Cycle helmets are now compulsory and pupils will not be permitted to ride bicycles unless helmets are fastened and worn in the correct manner.

SOUTH AUCKLAND LITERACY CENTRE

Under the organisation of our Board of Trustees, the school is a base for a two teacher Literacy Unit. These teachers are classed as Resource Teachers of Literacy (RT:Lits). They work in schools in two local areas where pupils with severe reading disabilities have been identified. These pupils are then placed on a priority list for extra one to one tuition and teacher support can be offered to these schools as part of their schools' literacy programmes.

JUNIOR SCHOOL, SENIOR SCHOOL ORGANISATION

Junior School:

Children start as New Entrants (Year 0) and then are classified according to their date of birth. Year 1 in the first year and then Year Two in their second full year. Children whose birthdays are after the 31st March are classified as Year 0 during that school year.

Senior School:

Classes run three age levels (Years 4, 5, 6) in senior classrooms. Pupils work on programmes related to their age and ability. Therefore grouping of pupils is related to individual academic assessment and this is the key to all classroom organisations. Generally pupils will be moving onto Intermediate school after Year 6 when most pupils are approximately 11 years old.

Parents meetings are scheduled throughout the year to help parents understand:

1. The aims of school programmes.
2. Approaches used by teachers in their classrooms to help develop children's academic standards, as per New Zealand National Standards (Mathematics and Literacy). Refer to 'Reporting to Parents' section for further information.

Homework.

The routines of establishing homework patterns is developed right through the school. Teachers will discuss with parents what approaches their classes will take with homework activities as per syndicate and school policy.

Generally;

- No new work should be attempted or started as homework. It will be more a consolidation of work already started in the classroom.
- Homework should not take longer than 30 minutes for older pupils and is generally from Monday to Thursday night only.
- If parents see that their child is not coping with any homework activities - stop! contact the school and speak with the class teacher.
- Activities such as reading, including home readers, and library books, basic spelling words, basic facts, current events and research related to topics can be emphasised.
- Each year age group will send home specific details on the approaches and types of activities to be used for homework at the start of the school year.

If there are any concerns with homework please contact your child's teacher.

Maori Language

As part of our commitment to the Treaty of Waitangi and also as part of our school strategic plans, our school incorporates Tikianga maori and Te Reo maori under the Ka Hikitea and Tataiako curriculum documents and in subject areas as much as is possible.

Library / I.C.T Centre

Our School Library is open for pupils to use on a daily basis.

Parents and Caregivers can also use the library for:

- * Books on child development
- * Books to read to children
- * Parenting magazines

Parents may borrow the above items by contacting the Mrs Clark the Information Literacy Teacher.

Special Needs Programmes (Pupil Support)

Special Needs Programmes (Pupil Support)

Our school offers support to pupils to ensure that all students have fair access to a quality education environment. Social development in working together and extra support with behaviour and specific academic programmes is on-going throughout the year on a needs base. Our SENCO co-ordinates these programmes as part of our schools on-going Special Needs programme.

- * Reading Recovery
- * ESOL programmes (English as a Second Language)
- * Special Needs programmes as supported by the RT:LB (Resource Teacher for Learning and Behaviour)

Any pupils identified and offered any of these support programmes will have all pertinent details discussed with their parents or caregivers before the programme is established and commences.

COMMON CHILDHOOD DISEASES

	Incubation Period	Symptoms	Duration of Infection	Infectious Period	Treatment at Home	Prevention
Chicken Pox	13 - 17 days	A very itchy course rash which starts on the body and spreads as raised spots, then water blisters. These form crusts then scabs.	10 - 12 days	From approximately 1 - 2 days prior to the rash appearing up until 5 days after first crop of blisters.	* keep rash dry and clean * a quick cool shower each day and pat dry * apply calamine lotion to ease irritation * drink plenty of liquids * rest. With exception of a child younger than 6 months, it is not necessary to isolate other members of the family. It is likely they would have picked up the infection during the incubation period prior to the spots appearing. In any case, it is better to have the infection as a child than as an adult. Chicken Pox does not affect the unborn child.	There is no vaccine available, avoid contact.
Measles	10 - 14 days	Dry cough, rising temperature and sore eyes are common signs prior to a rash appearing. The rash, which is quite fine, is brownish-pink and usually starts on the face and then spreads all over the body in blotches.	Approx 2 1/2 wks	From before the onset of symptoms up until 4 days after the rash appears.	* contact your doctor *bed rest and plenty of liquids *control temperature with appropriate medicines *isolate child to prevent spreading	Immunisation is recommended for children at 12 months, with a further dose at puberty.
German Measles (Rubella)	14 - 32 days	General flu like symptoms initially for a few days. Tiny pink slightly raised spots which start usually on the neck and face and then spread all over the body.	Rash lasts for up to 5 days	From about 1 week before until at least 4 days after the rash appears.	*indoors until rash disappears *keep away from women in their first 20 weeks of pregnancy	Immunisation is recommended for children at 17 months, with a further dose at puberty.
Mumps	12 - 25 days	General unwell feeling followed by swelling beneath the ears and jaw usually starts on one side. Earache or jaw pain while eating.	3 weeks	About 6 days prior to gland swelling to about 9 days after.	* Bed rest for a few days *fluids *contact doctor if scrotum pain or earache is severe *avoid sour foods or drinks	Immunisation is recommended for children at 12 months with a further dose at puberty.
Common cold/flu	15 days	Sore throat, headache, running nose, cough, lack of appetite, temperature and lack of energy.	1 week	Approximately the first 3 - 5 days of infection.	*control fever *allow body to lose any excess heat *do not wrap in extra blankets * tepid sponging * plenty of fluids * appropriate cough medicines or pain killers if needed * the common cold cannot be cured. However, complications such as lung, sinus or ear disorders can occur. If temperature remains high for more than three days, medical advice should be sought.	There is no prevention against the common cold. Flu vaccination is not necessary for a healthy child.
Immunisation Consult your doctor, local health clinic or health nurse regarding immunisation when your child is 2 months old. Immunisation is recommended to protect against Tetanus, Diphtheria, Whooping Cough, Polio, Measles, Mumps, German Measles (Rubella) and Hib disease. Immunisation for Hepatitis B is necessary in high risk groups. For further details consult your doctor.				Glossary of Terms used: Incubation Period: The time between becoming infected and presenting symptoms. Infectious Period: The time period over which the patient is able to infect others Duration of Infection: Time from the first appearance of symptoms to their disappearance.		

LOCKDOWN PROCEDURE

1. A 'Lockdown' procedure is to be followed to ensure the safety of the staff and students when external risks are advised by the police or at risk or threat identified within the school grounds. The Principal (or most senior staff member present or other designated person) will immediately contact the police and continue to liaise with the as required.
2. Parents will be informed of the 'lockdown' by the Principal (or the most senior staff member present or other designated person) in the most efficient and an appropriate way as soon as is practical, eg front entrance digital sign, school website etc.
3. The Principal (or his delegate) may inform other local schools and early childhood centres of the 'lockdown' being in place, if deemed necessary or on advice from the police.
4. The Principal, Board of Trustees Chairperson, or other designated spokesperson will liaise with the media if deemed necessary.
5. On advice from the police, the Board of Trustees will consider whether to temporarily close or continue operating the school.

FIRE DRILL AND EVACUATION

FIRE WARNING IS THE CONTINUOUS RINGING OF THE SCHOOL BELL AND / OR HANDBELLS / TELEPHONE PAGING SYSTEM

1. The classes are to leave the rooms quickly at the teacher's command.
2. Teacher is to ensure that no pupils are in the toilets or in the classroom.
3. Teachers are to ensure that all windows are closed, as well as doors in the classrooms.
4. Pupils to leave classrooms via field side doors and walk across playground to the designated assembly area.
5. The children will form up in their classes quickly on the grass field area as directed.
6. The teacher MUST confirm all pupil attendance. A hard copy class list can be used .
7. The Attendance Register must be called immediately and unknown pupil absences notified immediately to the Principal or his delegate.
8. Office Staff to check Administration block before exiting.
9. Notify the Warden (or the Deputy Principal) as soon as all the children are accounted for.
10. It is essential that all children stay quiet so that all pupil's responses, are counted.
11. Throughout, the exercise should be done quickly, and with a minimum of fuss.
12. The Office Manager or Principal will dial 111 as soon as possible.
13. If in an earthquake situation and shaking classrooms and furniture occurs - use the **'DROP, COVER AND HOLD'** technique to enable pupils to locate themselves under classroom tables. Once tremors cease, and after a safe period an evacuation of classrooms would follow as per "Fire Drill."
14. Read information on all emergency procedures as detailed in the School Policies.