

Accidents at School

Every care is taken to avoid accidents in and around the playground. However they do occur and in these situations the staff take the necessary steps to attend to your child's needs.

It is very important that you keep your emergency contact details up to date.

Arrival Time at School

Parents are requested not to have children at school prior to 8.30am. In some circumstances those few children who arrive prior to 8.30am are required to sit on the bench seats outside Rooms 2,3,4.

There is no access to classrooms until the 8.30am bell rings.

Pupils should arrive at school early enough for them to prepare for a smooth start to the day, eg bring in readers, take down chairs, etc.

School STARTS at 8.50am. Teachers check the roll at 8.50am and report absences to the office for investigation.

After School / Playing with Friends

Children who wish to go and play with their friends after school should have arranged this activity with both sets of parents the day before. The school telephone cannot be used for this purpose.

Please ensure that your children understand the importance of going straight home after school before visiting or playing.

If a child or children arrive at your house to play that has not been arranged please send them home or ring the parent.

Attendance

It is important that we keep track of the children enrolled at our school for several reasons. One is to prevent truancy and another is to protect your child from danger. If your child is away for any reason, please telephone the school on the absences answer phone, 354 8537 or send a note to the classroom by 9.00am. A text to 027 755 7753 will also alert us to absences. An early call also prevents the waste of valuable time searching for your child. Please remember a note or phone call from you is required each time your child is away stating the reason for their absence.

Carpark

To ensure the safety of everyone using the carpark, we outline the guidelines for use below:

1. 'Left Turn Only' from the carpark into Parkland Crescent when the patrols are operating.
2. Cyclists to walk cycles to the road before mounting.
3. Cyclists going towards Brightwater Terrace to walk across the crossing before mounting.
4. Park only in identified carparks.
5. To restrict pedestrian movements in the carpark, please walk down the left side (facing road) footpath if you are going to turn left and go up the hill or cross the pedestrian crossing by the staff carpark and go down the right hand side if you are going along Parkland Crescent towards Brightwater Terrace.
6. Please do not park in the staff carpark along the stopbank.

7. Do not cross Parkland Crescent except by the pedestrian crossing.
8. Please provide a positive role model for our children by following these rules. Children do what they see adults doing.
9. In the morning please use the designated Drop-Off Zone to safely drop off children. No parking in this zone before 8.50am.
10. At the end of the day this area is generally closed from approx 2.30pm as it is a pickup zone for after school care vehicles such as Chill-Out and YMCA and for parents to drive through and pick up their children. This is a NO WAITING, NO PARKING area. If your child is not waiting, please go around and try again, so traffic can flow.

Civil Emergencies

If an emergency occurs at any time while the children are at school, they will be kept at school under the care of our staff. We will not send the children home, as many caregivers work. We urge you, in the event of an emergency to call or listen to your local radio station.

Communicating with Parents

A close relationship between parents and the school enhances learning. The staff value the chance to meet parents to talk about the progress of their children. In a school such as ours, this often happens informally on occasions such as dropping off or collecting children. Below, we outline the programme for the year so parents are aware of what to expect.

Term 1: Student/Teacher/Parent Conference
 (STP)
 Goal Setting
 10 minute

Mid Year: Student/Teacher/Parent Conference
 (STP)
 Interim Reporting / Goal Setting
 15 minute
 Written Reporting against National
 Standards

Term 4: Written Confirmed Reporting against
 goals and National Standards

We emphasise that parents are welcome to discuss matters with teachers or the Principal at any time. We would however, ask that you do not approach the staff on these matters during class time.

- Parents of New Entrant 5 year olds are also contacted by the class teacher to arrange a meeting approximately 4-6 weeks after their child has started school, to review their child's initial progress and share information.

Dental Treatment

Dental treatment is provided by a mobile clinic which spends approximately one term at the school. The phone number for the mobile clinic is 027 244 4159. During other times a dental therapist can

be contacted at Roslyn School Clinic to make an appointment for your child at any other time. Phone 357 9868.

Foundation Skills

Every child is unique and different. When they arrive at school it is expected that they are 'ready for school' – this expectation is unfair. As not all children are ready to read and write immediately.



Children's sensory and physical development affects their ability to remember what they see, hear and do. Therefore it affects their ability to learn and achieve.

Think of your child's brain as a 'bucket' with holes in it – if these holes are not plugged then formal learning can be lost. The plugs are the Foundation Skills for Formal Learning. Therefore these skills are the 'plugs' that fill the holes in the bucket!

In our bucket we have Reading, Writing and Maths at the top. However, if we focus entirely on these skills at the top of the bucket the holes in the lower areas will undermine our efforts.

To achieve in the classroom a child needs to be physically and developmentally ready. This in turn will have an effect on a child's ability to be able to remember what they see, hear and do.

We need to make sure that children have the Foundation Skills to be ready for formal learning.

We need to allow children to develop these skills so that when they move into formal learning situations they will find success more readily and be more 'switched on to learning'. We want children to enjoy early success in school and provide the best possible start to school life.



Everyday children need to participate in a wide range of important movement activities. These movement activities can improve the way the brain functions to help prepare a child for learning success.

Time also needs to be taken to develop auditory and visual processing and memory skills. The ability to remember what we see, hear and do are learned skills.

When the brain has been provided with a wide range of movement patterns, sensory activities and language, the brain will develop a rich network of nerve patterns and literally be 'wired for learning'.

The development of Foundation Skills for formal learning is sequential:

7. Reading, Writing and Maths
6. Visual Skills
5. Auditory Skills
4. Oral language Skills
3. Motor Development
2. Sensory Integration
1. Reflexes Integration

To find out more please

- view the first chapter of the Getting Ready for School DVD at this website - www.getreadyforschool.co.nz. The Chapter is 15 minutes long. It further explains what the Foundation Skills are. The DVD is available to purchase through this website.
- Come visit our Foundation Skills Gym in Room 8 or speak to Anna Ousey in Room 9.
- Ask your child to show you at home what they do in the Foundation Skills Gym?

Enrolment Scheme

An Enrolment Scheme operates at Parkland School with strict enrolment guidelines. If you have a pre-school child and are looking for an exceptional school with traditional values please make sure you contact the principal to arrange a tour of the school.

Applications are currently considered using the following criteria and this would not change.

Priority 2	Siblings of current students
Priority 3	Siblings of former students
Priority 4	Child of a former student
Priority 5	Child of a staff or Board of Trustee member
Priority 6	All other applicants

Home Zone

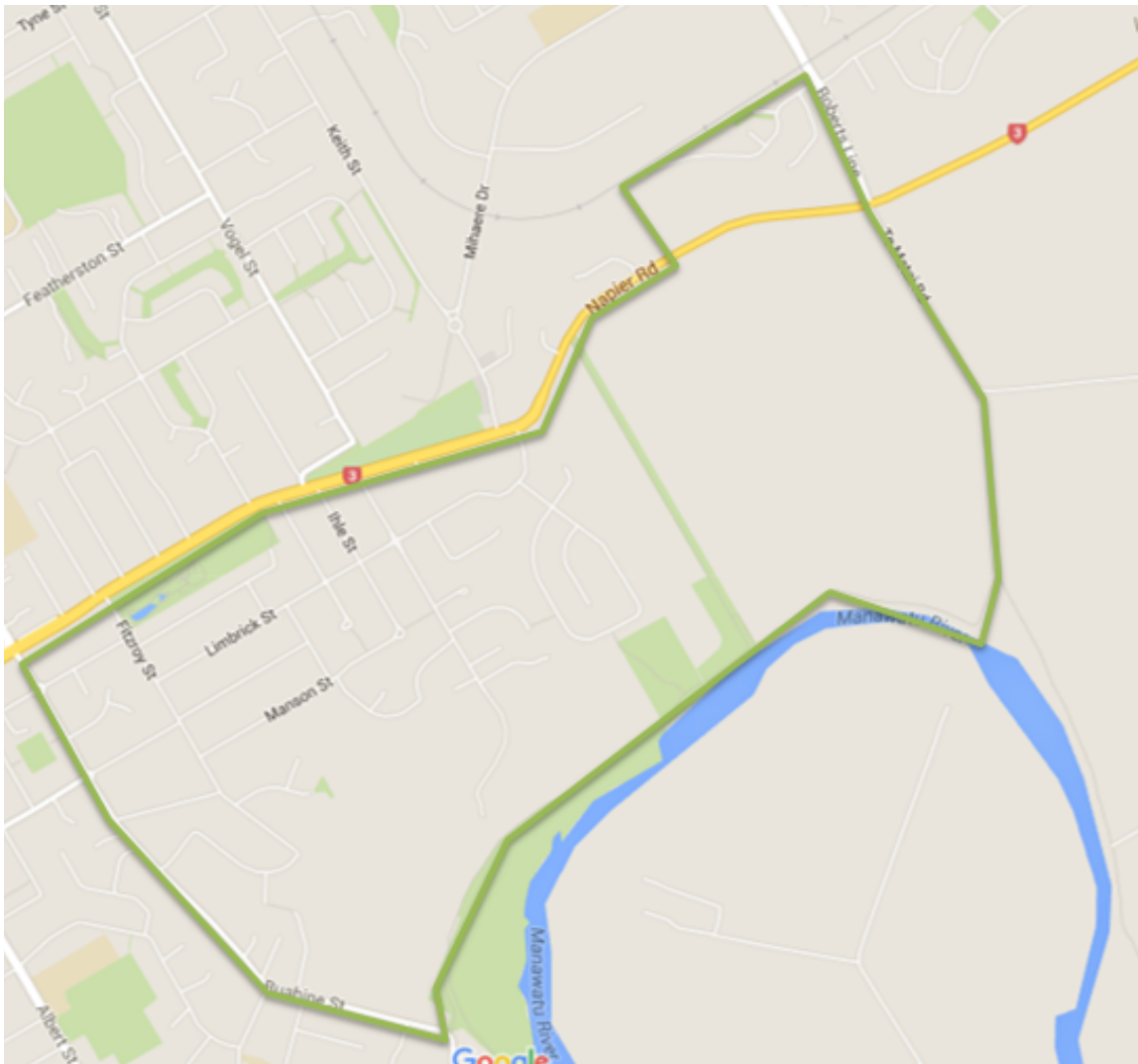
All students who live within the home zone described below* (and shown on the attached map) shall be entitled to enrol at the school.

The home zone is defined as all homes in the area enclosed by:

- Eastern side of Ruahine Street from Fitzroy Bend carpark to Main Street (263 Ruahine St to 497 Ruahine St)
- South side of Main Street and Napier Road from Ruahine Street out to Te Matai Road. (Includes 780 Main St to 892 Main St and 4 Napier Road to 294 Napier Road.)
- The area enclosed by a line from 273 Napier Road to the Railway line, along the Railway line to the West side of Roberts line. The West side of Roberts line from the Railway line down to Napier Road. – This Includes all addresses in Royal Oak Drive and Rosebank Avenue.
- West side of Te Matai Road to Riverside Drive.
- West side of Riverside Dr to Manawatu River.
- Manawatu River to Fitzroy Bend carpark on Ruahine Street.

Proof of residence within the home zone will be required

MAP OF HOME ZONE - Parkland School



Enrolment of Pupils

Pupils may not start school prior to their 5th birthday. It is very helpful if children are placed on our pre-enrolment list well before their birthday.

The admission procedure requires the child's birth certificate (not a copy) to be sighted and copied, and for a health card and an enrolment form to be completed. We are also required to sight and copy the vaccination certificate.

ERO Report

Simply go to the Education Review Office Home Page and search for Parkland School

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

Health and Safety

When using the school grounds at any time - no actions by you should cause harm to yourself, others or school property. Anyone found climbing on the school roof or any building will be reported to Police

Homework

Parkland School has an expectation that all children undertake daily homework across the school. More than 90% of our school parents have requested this level of Homework.

At Parkland School we value Homework as a way of supporting our learning and as a way to develop sound work habits for the future. Students are expected to be involved in purposeful Homework tasks that are monitored by the class teacher. Feedback from the teacher and/or communication between the teacher and home is important regarding the regular completion of Homework.

Junior Team - 15-20 minutes per night

- All children are required to have a Book Bag that all homework (and Library Books) go home in. - Reading - Monday to Thursday
- Rocket/Ladder List Words - Weekly
- Poetry - Weekends
- Alphabet/Homework Challenge Books - Go home on a Friday and are due back the following Thursday

Optional: Mathletics, Reading Eggs

Some Year 2 children in the Junior Team may have Maths Homework/Challenges at different times throughout the year.

Middle Team - 20-30 minutes per night

- All children are required to have a Book Bag that all homework (and Library Books) go home in.
- Reading Monday to Friday 15 minutes
- Maths Monday to Friday 10 minutes
- Spelling 5 minutes when applicable

Optional: Mathletics & Reading Eggs

Senior Team - 20-30 minutes per night

- All children are required to have a Book Bag that all homework (and Library Books) go home in.
- Reading - Each child is expected to read every school-night and to fill in their Google Doc / Reading Log.
- Maths - Monday to Friday 10 minutes

Optional: Mathletics & Reading Eggs

There are days when circumstances beyond anyone's control impacts on family lives and Homework is unable to be completed. The school understands these situations arise and they are not a problem. It does help however if the teacher is simply notified briefly in some way. (Email, text or a brief note)

Homework is not intended to be that difficult that children are unable to complete it. All content would have been covered in class time. If parents have any issues at all over their child's homework they are advised to make personal contact early with the class teacher.

Illness at School

If your child becomes ill at school, we take steps to inform you, or the person you've elected as your 'emergency contact'. If we're unable to locate either you or your emergency contact, we will ensure that your child is cared for until such contact can be made.

Each year parents are required to update emergency and medical information.

Lost and Found

Please note that any item of school uniform that is named will be returned to the owner.

Parents - Your task is to make sure every item that comes to school is named.

Medication

Specific medication for asthma, bee stings, etc can be held in the sick bay. They must be clearly labelled and replaced each year.

If the school is required to administer any form of medication to a pupil on a regular basis a form must be completed at the office.

Newsletters

Newsletters are sent home on the first Thursday of each term and then each alternate Thursday to keep families informed of what is going on in the school.

A full colour version is also provided on the school website. Parents and caregivers may register on the website to be advised when a new newsletter is available. Community members are welcome to include items in the Community Notices column. To maintain the quality of our newsletter we do not include advertising flyers unless they are directly related to the operation of the school.

Parent Help

We encourage the help of parents in our school. If you have a special interest or strength that you could share with the children, we would love to hear about it. We generally are looking for parents to help operate the fortnightly BBQ Lunch. Let the office know if you can help. All volunteer helpers will be Police Vetted.

Public Health Nurse

The Public Health Nurse works in the school by networking with social and health agencies in our community. Her tasks include the following:

- Working with children with known health problems.
- Making assessments of health concerns.
- Referrals to other agencies.
- Identifying children with new health problems.
- Assessing the health of New Entrants.

- Checking on immunisations and working with teachers to assist with the School Health Programme.

SENCO (Special Education Needs Coordinator)

At Parkland School the SENCO's task is to work closely with the Principal and colleagues in the strategic development of the school's special educational needs.

To assist all staff to recognise the importance of planning their lessons in ways that encourage the participation and effective learning of all pupils.

To coordinate the involvement of outside agencies such as Ministry of Education – Group Special Education. (This could include educational or behavioural psychologists or speech therapists)

To coordinate specialised programmes throughout the school to cater for specific learning and social needs of children.

Learning Support Programmes at Parkland and agencies we work closely with.

Our teachers and teacher aides support our learners on various programmes to provide for their individual and specific learning needs.

GATE – Gifted & Talented Education

Rainbow Reading – A taped assisted reading programme designed to increase reading mileage.

Lexia: A phonic based learning programme designed to assist those experiencing difficulty in decoding reading.

Phonics: A school wide phonics programme

GSE – Group Special Education : Ministry of Education

RTLB – Resource Teacher of learning and Behaviour

RT Lit : Resource Teacher of Literacy Support

SLT : Speech and Language Therapists

SLS : Supplementary Learning Support

OT: Occupational Therapists

CYFs : Child, Youth and Family

Educational and Behavioural Psychologists – Ministry of Education

Crisis and Trauma Team – Ministry of Education

Smart Start



Give your future five year-old a "Smart Start" at Parkland School!

What is Smart Start?

Smart Start is a programme offered to all future five year-olds and their parents, who are enrolled to start at Parkland School. Smart Start will give you and your child an informative, hands-on, fun-filled introduction to Parkland School, to ensure a smooth transition for your child.

Smart Start will give you both an opportunity to:

- Become familiar with school routines
- Take part in educational activities and learning
- Become familiar with the school grounds and the classroom setting
- Meet other future five year-olds and their families
- Build relationships with the teachers

The Smart Start Programme

The Smart Start Programme consists of a range of activities and experiences designed to give you and your child an idea of what to expect when they begin school and also prepare them for the learning that takes place in a New Entrant Classroom.

Smart Start Activities and Experiences:

- Finding and writing their own name
- Songs - action/movement
- Alphabet recognition, sounds and formation
- Letter and word of the week
- Alphabet activity e.g. Bb-blowing bubbles, Jj-Jiggling Jellyfish, Pp-Paper Plate Pirates
- Poems and rhymes
- Big Book or story for developing listening skills and book knowledge
- Reading - developing early reading skills
- Word cards - recognising basic words and making sentences e.g. I am ..., Look at Mum, Here is ...
- Counting, number recognition, number rhymes
- Boundary walk around the school
- Fitness Circuit, Foundation Skills



Each week you child will receive activities to take home to share and practise with you, such as:

- A poem
- A reading book
- A word pack
- A Numeracy bag

What you need to know

Where: One of the Junior Classrooms

When: Wednesday afternoons 1:40 - 2:55

Teacher: Junior Team Leader or New Entrant Teacher

How long before children can start? - Children are able to be involved in the programme for up to a term (10 weeks) before they are to start school. You will be sent a letter a few weeks before your child will be due to start Smart Start, please fill in the form at the bottom and return it to school to confirm your child's enrolment in the programme.

- All Children must be accompanied by an adult (preferably a parent) for insurance purposes.
- It is preferred that other pre-schoolers do not attend, unless prior arrangements are made.
- Please attend every session where possible. We feel that maximum benefits will be gained by regular attendance over the weeks (unless they are sick) though attendance is not compulsory.

If you have any further questions please do not hesitate to contact the school.

We look forward to meeting you and your future five year-old!

Stationery

Stationery is made available to children on the first school day each year to ensure a prompt start to programmes of work.

Stationery is available for sale at the school office each morning between 8.30am and 8.50am at competitive prices and throughout the remainder of the year. New entrants will be provided with requirements on enrolment.

SunSmart Policy

Parkland School was one of the first schools in New Zealand to require sunhats for all pupils to be worn during summer months. This Parkland bottle green bucket style hat is available for purchase from Academy Apparel. Each child is required to have their own named hat. Sunscreen is provided in a dispenser near the library for the use of children.

Parkland is a 'SunSmart Accredited School'

Travel to/from School

The Police, Board of Trustees and staff strongly recommend that only pupils in Years 5 and 6 ride bicycles to school. By law, cycle helmets must be worn by all cyclists.

Parents collecting pupils at 2.55pm are asked to be very considerate to ensure the safety of our pupils. When you are parking outside the school (Balmoral Drive or Parkland Crescent) please leave residents access to their properties.