

Welcome to Parkland School,

We encourage all parents to be involved in their child's learning and contribute to the ongoing growth and development of our school culture and values.



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 the Library, Rooms 2, 3 and 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. For example to bring in book bags, take down chairs, etc. **School STARTS at 8.50am.** Teachers check the roll at 8.50am and report absences to the office staff who follow up on every absence.

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 and this has not been prearranged 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 use the @school App to notify us. You are required to provide a clear reason.

Your child's attendance and punctuality will appear on their Learner Profile.

Pupil Behaviour Expectations Before & After School

For health & safety reasons, the following expectations apply before and after school:

- 1. Prior to the 8.30am bell, pupils to be **seated** outside the Library/Room 2 - 4 blocks.*
- 2. No food or drink to be consumed before school.*
- 3. For the safety of others, cycles, skateboards, scooters and rollerblades are not to be ridden within school grounds before school or before the 3.15pm bell.*
- 4. School grounds are to be cleared by 3.15pm.*
- 5. Bicycles and scooters are to be walked up the footpaths in the carpark into school and when leaving school. They are not to be ridden.*

Bullying

Bullying is not acceptable at Parkland School. Our definition of bullying includes:

- Physical - hitting, taking belongings, kicking etc*
- Verbal - name calling, insults, racist remarks*
- Indirect - exclusion from group, spreading untrue stories*

Children are encouraged not to tolerate this behaviour and are taught several strategies to use in these situations such as tell the offender they do not like the behaviour and ask them to stop, walk away and advise teaching staff if there is no positive outcome.

If your child complains of bullying, talk about the strategies with them and if necessary advise the class teacher or Principal.

Carpark

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

- 'Left Turn Only' from the carpark into Parkland Crescent when the patrols are operating.
- Cyclists to walk cycles to the road before mounting.
- Cyclists going towards Brightwater Terrace to walk across the crossing before mounting.
- Park only in identified carparks in the centre area - Not in the Staff Carpark.
- 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. If you are going along Parkland Crescent towards Brightwater Terrace, go down the right side footpath, and cross the pedestrian crossing by the staff carpark.
- Please do not park in the Staff Carpark.
- Only cross Parkland Crescent at the pedestrian crossing.
- Please provide a positive role model for our children by following these rules. Children do what they see adults doing.
- In the morning please use the designated Drop-Off Zone to safely drop off children. No parking in this zone before 8.50am.

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.

Cell Phones

International research indicates some key challenges with cellphones at school such as being a major distraction for our students. These rules are designed to ensure that the learning of all students is maximised, while minimising any potential for distraction and cyber-bullying. Our approach is "away for the day", meaning the device should be turned off, and handed in to the Office during the school day.

We strongly recommend students do not bring these devices to school with them. If a student does bring their cellphone for emergency contact or health reasons, these must be handed to the Office before school for safe keeping, and collected after school.

It is important to note that if students do make the decision to bring a cellphone to the school grounds, they do so at their own risk. The school is not responsible for any loss or damage caused to any cellphone. We understand that some parents like their children to have a phone to communicate with them after school, cellphones will be available for students during the afterschool pick up time. If a parent or caregiver needs to contact their child urgently during the day, they should call the Office.

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. The school will provide parents with information via the school App and/or email.

Communicating Learning Progress with Parents / Reporting to 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:

Community Connection Event: Information sharing and connecting with families

Mid Year:

Learner Profiles are updated end of Term 2

Student/Teacher/Parent Conference (STP) are held early Term 3: Discussion around each child's learning progress

Term 4:

Learner Profiles are updated in November

Our reporting to parents is online - Your child's Learner Profile is available at all times via the school App and your personal access code. (Contact the Office to help you set the App up on your phone.)

Concerns/Complaints Policy 2.2

To ensure the best educational outcomes for students and facilitate confidence in Parkland processes, it is important that the concerns of students, staff, parents and members of our school community are recognised and resolved in an appropriate manner.

Our aim is to provide a process for complaints to be addressed appropriately and promptly. Our procedures will differ depending on the seriousness of the complaint, the nature of the complaint and the people involved.

Please note, serious issues should be immediately referred to the Principal.

Procedure for Concerns by Parents and Students

For Students

Depending on the age of the child, students are encouraged to talk directly to the teacher concerned if they have an issue or are unsure of any matter. It is most important that children talk with their parents at all times and seek parental support in all school matters.

For Parents

Classroom Concerns / Issues

(i) If you are concerned about a classroom matter, the first step should be to contact the teacher and discuss the matter with him/her. Most classroom issues can be managed through direct face to face contact with your child's teacher out of class contact time. If a personal visit is not possible, parents are advised to phone the School (06 358 1469) and ask for the teacher, or e-mail the teacher (e.g. j.smith@parkland.school.nz). (This should be done out of class contact time.)

Teachers will respond to messages or emails within 2 school working days.

Please remember that during those days when the school is closed the teacher may not be available through these channels and it may be better to wait until the School re-opens. (Teachers are not required to respond to emails or phone requests during these periods.)

(ii) If the response provided via this method does not fully address your concerns, you may wish to meet with the Team Leader, Deputy Principal or Principal. (Whichever is the most appropriate.)

Other Concerns

If you have a concern about a matter which does not involve a particular teacher, you should make contact with the Principal. Again, it is suggested that you visit in person, in the first instance.

School Support Staff

If you have a concern with a member of the Administration or Support Staff, this should be discussed with them in the first instance. Should the concern not be rectified to your satisfaction, or you feel the matter is of a more serious nature, then your first point of contact is the principal.

Procedure for Making a Formal Complaint

If you have raised your concern through the above channels but are not satisfied with the School's initial response, or there is a serious matter you wish to discuss, you can make a formal complaint as set out below:

1. Detail your complaint in writing (e-mail is fine). Include details of efforts that have been made to resolve the matter, along with your name and contact phone number.
2. Address your written complaint to the Principal. It may be that the principal delegates an investigation to another staff member or an external investigator, depending on the circumstances.
3. If the complaint is about the Principal, it should be raised with that person first and then directed to the Parkland Board Chair.
4. When the complaint is received, you will be contacted by the appropriate person (as above) to discuss the matter. If the matter requires a meeting, you may bring another person with you when you discuss the complaint, if you wish.
5. The complaint will be appropriately investigated by the principal or chairperson talking to the person about whom the complaint has been made and interviewing anybody else who may have an involvement or important input. Written statements will normally be taken.
6. A written record must be kept of any interviews or information that comes to hand.
7. You will be informed of the outcome of the investigation and in order to respect the privacy of those involved, not all details will necessarily be disclosed.
8. Depending on the nature of the complaint, the Principal may refer the matter to the School Board but this is at his discretion. Complaints can not be referred directly to the Board by any other person without approaching the principal in the first instance.
9. Your complaint will be treated in confidence. However, in the interests of natural justice any persons included in a complaint must have the opportunity to hear all details about the complaint and reply to it. They may be accompanied by a support person during discussions of the complaint if they wish. In addition, there may be circumstances where disclosure of information is required by law.

Parents should note that under no circumstances should complaints or any interactions with school staff be abusive or threatening.

Parents should not use social media in any way to deal with any issue that may arise.

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. When the mobile clinic is not on site, a dental therapist can be contacted at Ross Intermediate Clinic to make an appointment for your child. Phone 3584572.

Enrolment of Pupils

Pupils within our Home Zone (see details below) have automatic right of enrolment at all levels of the school.

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.

The following is the enrolment process if your child is in the Home Zone or is accepted as an out of zone enrolment.

Parent Meeting : In the last week of each term (usually Monday evening), a meeting for parents/whanau is held in the New Entrant room. Parents of children turning five the following term will receive an invitation about two weeks prior to the meeting. The purpose of the meeting is to give you information that can help you support your child as they start school. There is also an opportunity to ask questions.

At the meeting you will meet the Junior Team Leader and the New Entrant teachers.

Children turning five after 30 November will generally start in Term 1 the following year and parents will receive an invitation to the Term 4 meeting.

Children start school on the Monday following their fifth birthday.

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

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 activities and learning;
- Become familiar with the school grounds and the classroom setting;
- Meet other five year olds in the classroom;
- Build relationships with the classroom teacher/s.

The Smart Start Programme consists of four school visits where your child will participate in a range of activities and experiences within the classroom environment. You and your child will have an idea of what to expect when they begin school, and also to prepare them for the learning that takes place in a New Entrant Classroom, including Foundation Skills and Structured Literacy. You are invited to stay with your child for the first school visit and then they will attend the other three by themselves.

Enrolment Pack: Approximately 6 weeks before your child's fifth birthday an enrolment pack will be posted to you or sent via an older sibling. If you have not received this by four weeks prior to your child's birthday, please contact the office.

Enrolment Procedure: Included in the enrolment pack is an enrolment form and a pre-school education form. These should be returned to the office 2-3 weeks before your child starts. Please bring a birth certificate so we can verify the date of birth. This is a legal requirement on enrolment and needs to be presented before your child can start school. We are also required to collect information from your child's immunisation certificate. Please hand this in with the enrolment form so a copy can be taken. The certificate is in your child's Well Child - Tamariki Ora Health Book.

Stationery: A pack containing all the requirements your child needs to start is issued from the office. This pack will be in the classroom when your child starts school and be all ready to go for them. Prices are included with the enrolment pack and it includes the child's book bag.

We understand that the process of starting school can be a mix of emotions for both children and parents and we aim to make the transition to school as smooth as possible for you all. If you would like further information please feel free to call in to the office or phone 358 1469.

We look forward to having you and your child as members of the Parkland School community.

Enrolment Scheme

An Enrolment Scheme operates at Parkland School with strict enrolment guidelines.

Applications are currently considered using the following Ministry of Education.

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 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. For enrolments dates, please see the Enrolments Information under the Parent Info tab.

ERO Report

Simply go to the [Education Review Office](#) /Home Page and search for "Parkland School ERO Report

Foundation Skills

Foundation Skills guide our teaching and learning in the Junior classrooms at Parkland School. They are skills your child needs to have to be “ready” for formal learning. Foundation Skills include: Speaking, Hearing, Moving, Seeing and Print. These skills are needed before children are truly ready to read and write.

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.

Finance

The school currently participates in the Ministry of Education's 'School Donation Scheme'. This means there are no donation requirements for parents.

The school will cover the costs of:

Swimming, Visiting Performers, Small trips related to the school curriculum, Life Education Trust, Plant to Plate, GATE costs, Athletics.

You will still need to pay for your child's stationery, school uniform and sports fees that you may opt into that are played out of school hours. We have an EFTPOS terminal in the school office to assist parents making payments. Credit Cards cannot be used. Internet Banking can also be utilised.

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. The school grounds are locked at 4:30pm daily and during weekends and holidays. CCTV cameras operate at all times.

Homework

We no longer have onerous lists of homework to be completed at home. We do value however children reading and discussing ideas at home with family/whanau.

Junior Team - up to 10-15 minutes per night (as a guide only)

- All children are required to have a Book Bag that all homework (and Library Books) go home in
- Reading picture books - Monday to Thursday
- Poetry - weekends
- Foundation Skills activities and play opportunities
- Use Maths in a real life context e.g. reading letterbox numbers, counting items at supermarket, looking at prices in shops, baking, etc.

Middle Team - 20 minutes per night (as a guide only)

- Children will bring home their Literacy books each night.
- This book contains the whole class reading text we are practising every day.
- Our reading focus is fluency.
- We'd love parents to spend time talking about the vocabulary in the text, reading the text to your child, and/or encouraging them to read. (10mins max)
- All children in the Middle Team have Mathletics accounts. Mathletics can be used at home if you would like.

Senior Team - up to 30 minutes per night (as a guide only)

- Reading - Each child is encouraged to read and talk about what they are reading every school night
- Maths - aim to complete 2000 points per week (some time is given in class too). Practise any basic facts that are not yet recalled instantly.
- Spelling - it could be really helpful to spend some time working on any words from the Essential Lists that students are not using correctly in their writing. Teachers can provide you with a copy of these.
- At times incomplete class work may come home to be completed (eg. weekly maths quiz) or teachers may set extra homework tasks dependent on topics/needs.

There is certainly no compulsion for children to complete homework type tasks if this places undue stress on the child or the family.

House System

Parkland School has four Houses. The House names were chosen by our school community and are based on local street names.

Brightwater - Blue

Manson - Green

Limbrick - Yellow

Snowdon – Red

Each child is placed in a House when they enrol. Siblings are placed in the same House. Student House Leaders are appointed each year to help organise inter-House events.



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.

Library

We have a terrific Library right in the heart of the school. It is supervised at break times and means that children can get maximum use of it all year round. Each class has a weekly Library time that they use to return and reissue books for personal use. We have Student Librarians, from the Senior Team, who support the Library staff.

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.

The 'Lost Property Rack' can be found outside the red double doors to the administration block. (Near the Library)

Lunches

Parkland School places a huge importance on healthy eating habits. We prefer that every child's lunch-box is packed with healthy fruits/vegetables, yoghurt and sandwiches. A water bottle filled with WATER ONLY will help keep your child going throughout the day.

Medication

If your child requires specific medication for asthma, bee stings etc, this can be held in the sick bay. Medications must be clearly labelled and replaced each year. If the school is required to administer any form of medication to a pupil, a form must be completed and signed at the office.

Newsletters

Newsletters are published on the first Thursday of each term and then each alternate Thursday to keep families informed of what is going on in the school. (Odd Weeks) A full colour version is also provided on the school website, and emailed to all our families. Extended family members and supporters of our school may register with the Office to be added to our additional mailing list in order to have the newsletter emailed automatically. We keep spare copies of the printed newsletter at the Office.

The Newsletter will also be available via the @school App.

Community members are welcome to include items in the Community Notices section.

To maintain the quality of our newsletter we do not include advertising flyers unless they are directly related to the operation of the school.

Outdoor Education Camps

These are held on a two year cycle, involving Senior pupils in Year 5 & 6. This ensures that all pupils will have one overnight camping experience during their time at Parkland.

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 also look for parents to help out with the fortnightly Pizza / BBQ Lunch, as well as help with maintaining the school vegetable gardens. Let the office know if you can help in any way. All volunteer helpers who work directly with children will need to be Police Vetted.

Parent Teacher Association (PTA)

The PTA supports Parkland children's education through fundraising for resources and bringing the school community together through various events. You have probably seen us doing Friday lunches, school discos, and helping at different school events throughout the year. The PTA realise that fundraising can be a ongoing challenge so we try to limit the impact on families by focusing on a few projects a year like our popular chocolate fundraiser and calendars.

We are a small group of parents and staff who meet on the second Monday of every term. Everyone pitches in which makes projects fun and easy to organise. We love seeing new faces and getting fresh perspectives. Why don't you come and check us out?

Public Health Nurse

The Public Health Nurse works in the school by networking with social and health agencies in our community. Their 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.

Scholastic Book Club

Twice each term, forms for these are sent home with children. *These are now only available to order online – the school does not order on your behalf. Books are still delivered to the school.*

Stationery

Stationery is made available to children on the first school day each year to ensure a prompt start to programmes of work. Parents are then invoiced for these. Stationery can be purchased at the school office each morning between 8.30am and 8.50am at competitive prices, both at the beginning of the year and also throughout the remainder of the year. New entrants will be provided with requirements on enrolment.

Sun Smart Policy

Parkland is a 'SunSmart Accredited School'

Parkland School was one of the first schools in New Zealand to require sunhats for all pupils to be worn during summer months. Each child is required to have their own named hat. The Parkland, bottle green, bucket style hat is available for purchase from Academy Apparel. The use of broad spectrum SPF 50+ sunscreen by pupils is encouraged. Sunscreen will be made available by the school on trips and sports events.

Hats are compulsory in Terms 1 & 4 as per our Sunsmart Policy.

Support for Learning - LSC (Learning Support Coordinator)

The LSC's job is to advocate for children who need extra help to access the school curriculum. This may involve testing, helping teachers by providing Professional Development or requesting assistance from outside agencies.

The school's LSC is part of a group of 9 other LSCs in our Kahui Ako who work together to provide guidance for each other and expertise in different fields.

You will find the LSC in the Te Awe Awe offices by Room 1.

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

Lexia - A phonics 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

RTL B - 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

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

Educational and Behavioural Psychologists : Ministry of Education

Crisis and Trauma Team : Ministry of Education

Swimming Programme

Swimming lessons will be undertaken by trained instructors at the Freyberg Pool and/or the Lido. Classes will travel by bus for a series of 10 lessons in Term 3. Full details will be provided beforehand. This is funded by the school.

Travel to/from School

The Police, School Board 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 access to resident's properties clear.

Children using bicycles and scooters must walk these into and out of the school grounds. We strongly advise that they are locked when placed in the racks provided.

Uniform

Parkland School has a compulsory school uniform. The Uniform tab on our website shows children modelling the range of uniform items that can be worn. We do not have a specific summer or winter uniform but parents can choose what their children wear to suit the weather conditions each day. Further information and a pricelist can be found in the enrolment pack, or obtained from the School Office.

Values

We have a set of 'living values' that are visible throughout the school and in the behaviours and standards our students are expected to exhibit. Children know what we mean by each of the values at their level and will be able to provide examples of the things we do in our classrooms, playground and daily lives to demonstrate

each of the values.

CONSIDERATION - For Ourselves
CONSIDERATION - For Others
CONSIDERATION - For the Environment
RESPECT
HONESTY
EXCELLENCE



Vision - *Every child will... 'Rise to the Challenge'*

Parkland students will face daily challenges based on identified, evidence based learning needs. A variety of challenges will also include sporting/physical, cultural and social needs. A key focus for individual challenges is grounded in the Parkland Key Competencies, which sit alongside our core school values.

Students will be explicitly taught, develop and understand strategies and skills that can be used to overcome the challenges they might face.

Students will have an understanding of the challenges they face and what their next steps are in order to achieve those challenges.

A strong component of our vision are the learning partnerships we value and deliberately promote.

Website

Parkland Online at www.parkland.school.nz is your 'window' into the school. All basic information about enrolment, uniforms, sports etc is available online. Copies of all Newsletters are available from the website as well.