

## 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 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. For example to 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 staff who follow up on every absence.

### Covid Level 1 Guidelines

Following our lockdown in 2020 we noticed that:

- Parkland children were far more **confident and resilient**. They could walk into school from the road or the Drop Off Zone on their own and be quite happy and settled.
- Parkland children were far more **independent**. They could walk into their classrooms carrying their own bags and get themselves ready for learning without any assistance.
- There was far less **separation anxiety** amongst children in the classrooms in the morning because they were confident with the daily routine and didn't actually need parents to remain with them.
- Teachers and children **enjoyed having the time to interact** with each other directly between 8.30am and 8.50am.
- There was a far **smoother pick up routine** in the afternoons which means children are collected and the grounds are clear.
- There has been less congestion around the carpark and gate.

**As a result of these positive changes in children we will continue with our LEVEL 1 GUIDELINES**

### **MORNINGS - Monday to Thursday**

- **No one** should arrive at school before 8.30am.
- Parents will use the **drop zone** and let children walk into their classroom under their own steam carrying their own bags OR **drop children in Parkland Cres** and let them walk in to school and go directly to their classrooms.
- Parents are encouraged **not to go to their child's class** between 8.30am and 8.50am between Monday and Thursday.

- **Parents of New Entrants** can and should visit Room 1 or 10 with their child as they begin their school life.

### **MORNINGS - Friday**

- **No one** should arrive at school before 8.30am.
- **If parents wish to visit** the class to catch up with the teacher or to see their child's work you are welcome to do so.

### **AFTERNOONS**

- Parents/ Caregivers **should not go to their child's class** or wait outside the classroom as this is often disruptive for class teachers and distracting for children.
- **Rooms 1, 2, 3, 4, 7, 8,10, 14** will be taken to either the quad area between the office and Room 4 (**NETBALL COURT**) OR the back entrance at 2.55pm. (Obviously the entrance will be determined by which one parents choose to collect children from.)
- **Rooms 5,6,11,12,13** will be taken to the **BASKETBALL COURT** behind Room 3 & 4 and will then use the Kindergarten driveway to leave school. Again, those children that are collected from the back entrance will be escorted in that direction.
- **Parents should feel free to congregate** and catch up with each other in either the **BASKETBALL COURT** OR the **NETBALL COURT** or the **FITNESS AREA** at the back and then leave with their child/ren at 2.55pm.

**Work out which room your child is in and if you wish to meet them at the front or back of the school.**

If you collect your child in the afternoons from the front entrance of the school and they are in any of the following rooms....

Room 1, Room 2, Room 3, Room 4, Room 7, Room 8, Room 10 or Room 14

**You will meet them on the NETBALL COURT after school**

If you collect your child in the afternoons from the front entrance of the school and they are in any of the following rooms....

Room 5, Room 6, Room 11, Room 12, or Room 13

**You will meet them on the BASKETBALL COURT after school**

If you normally collect your child from the back entrance they will meet you at the **Fitness Circuit** area.

If you have children across both groups of rooms we will leave it up to you to determine which area you wish to meet them after school that best suits your needs.

#### **Footnote**

***None of these guidelines prevent any parent from coming into the school to meet with teachers to discuss matters that are important to them before or after school on any day.***

#### **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 on your phone to notify us.**

Please remember a note or phone call from you is required each time your child is away, stating the reason for their absence.

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

## 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 in the centre area - Not in the Staff Carpark.
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. Go down the right side footpath 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. The school will provide parents with information via the school App and/or email.

## Communicating 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:

- Student/Teacher/Parent Conference (STP)
- Information sharing and planning for the year
- 10 minute

#### Mid Year:

- Student/Teacher/Parent Conference (STP)
- Discussion around each child's Learner Profile and Seesaw content
- 15 minute

#### Term 4:

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 10 weeks after their child has started school. This is to review their child's initial progress and share information.

**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.)

#### **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 Roslyn School Clinic to make an appointment for your child. Phone 357 9868.

#### **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 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

### **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 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.

To find out more please

- View the first chapter of the [Getting Ready for School DVD](#). The Chapter is 15 minutes long. It further explains what the Foundation Skills are for Moving. The DVD is also available to purchase through the website.
- Come visit our New Entrant room or speak to the Junior Team Leader.
- Ask your child to show you at home what they do for Foundation Skills.

### **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.

### **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”**

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 - Monday to Thursday
- Poetry - weekends
- Foundation Skills activities and play opportunities

Middle Team - 20 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 - Monday to Thursday 10 minutes
- Maths - Monday to Thursday 5 minutes
- Spelling - 5 minutes when applicable
- Key Competency

Optional: Mathematics

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.

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

### **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.

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

## **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 sent home on the first Thursday of each term and then each alternate Thursdays 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. Parents and caregivers may register on the website and will receive these automatically.

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.

## **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 BBQ Lunch. Let the office know if you can help in any way. All volunteer helpers will need to 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.

## **LSC (Learning Support Coordinator )**

This new position was created in 2020. 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
- 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
- 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

### **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

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Smart Start will give you both an opportunity to:

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- Take part in 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 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 to prepare them for the learning that takes place in a New Entrant Classroom, including Foundation Skills.

What you need to know

Where: One of the New Entrant 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 6 weeks before they start school. You will be sent a letter a few weeks before your child is 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 this programme.

- All children must be accompanied by an adult (preferably a parent).
- It is preferred that other pre-schoolers do not attend, unless prior arrangement has been 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), although attendance is not compulsory.

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

Sunscreen is also provided in a dispenser near the library for the use of children.

Hats are compulsory in Terms 1 & 4

### **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 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 rack provided.