

PARENT INFORMATION GUIDE



EpsomNormal
primary school

Kia ngātahi ai te tu
E pakari ai te tuarā

Together we are strong

Our Learning Theme: Together We Are Strong

Kia ngātahi ai te tu

E pakari ai te tuarā

Stand united, stand strong!

Tēnā koutou katoa

Kia Ora and welcome to our education community and the beginning of an exciting learning journey! We are delighted to be entering into this partnership with you. As a school we are committed to growing the unique and innate strengths of all our students and inspire them to be creative and critical thinkers. They will also, by viewing the world through a critical lens, become responsible citizens, making a positive difference in the world.

Epsom Normal is proud to have students from many different nationalities which reflects the rich cultural diversity of Auckland. As a school we value and recognise each other's cultural heritage and work hard to develop a sense of belonging for all students. Our school's learning theme of 'together we are strong' exemplifies our commitment to ensuring every student and family feels included and valued.

At Epsom Normal we believe that communication is invaluable. Please do not hesitate to talk first to your child's teacher and then to the International Liaison staff member if you need clarification or help in any way or if you would like to share important information about your child and their learning experiences. Our doors are open and we welcome your input.

We invite you to explore and become familiar with our [website](#) so that you can learn more about our school. We believe the 'primary years' are full of learning adventures and research clearly shows that when you as parents, become involved in your child's learning, you are contributing to their future success as learners.

Our school's vision and values provide the foundation for our school culture and all teaching and learning programmes.

School Vision

Our students are:

Nurtured by community (inclusive)

Inspired by creativity (teaching)

Empowered by strengths (learning)

Responsible global citizens (thinking critically to make a positive difference)

School Values

Respect

Inclusiveness

Optimism

Commitment

Courage

Enjoyment

Yours in Education

Ngā mihi nui,

***The Senior Leadership Team
Epsom Normal Primary School***

Address

Epsom Normal Primary School
41 The Drive
Epsom
Auckland 1023

School Office Hours

Monday to Friday: 8am – 4pm

School Office Contact Details and Useful Links

Tel: [09 630 5144](tel:096305144)

Fax: [09 630 0972](tel:096300972)

Office email: office@epsomnormal.school.nz

Absences: absences@epsomnormal.school.nz

Enrolments: enrolments@epsomnormal.school.nz

Website: www.epsomnormalprimary.school.nz

Term Dates

For the 2019 and 2020 term dates, please refer to the [school website](#)

Argyle Schoolware Uniform Shop

School uniforms can be purchased online through the Argyle Schoolware website at
<https://www.argyleonline.co.nz/shop/auckland/epsom-normal-primary-school>

Kindo – The School's On Line Shop

School donations, payments for trips and events and all other payments can be made through Kindo our online shop. Please follow this link to set up your Kindo account <http://www.epsomnormalprimary.school.nz/school-info/kindo-school-online-shop/>

Dental Clinic Contact Details

Please phone the Greenlane Children's Community Dental Clinic on 623 0078 if you wish to make an appointment for your child.

Arrival at School and Bell Times

Teachers are in their classrooms from 8.30am and parents are asked to ensure that children do not arrive prior to this time. Parnell Trust provides before school care which operates from 7.30am in the school hall. Please see the Parnell Trust staff for more information about before and after school care.

Children who arrive prior to 8.30am are to wait in the covered space between Rms 27/28 and Rms 11/12 until the 8.30am bell rings for entering the classrooms. All parents and children are kindly requested to wait in this area till the 8.30am bell. For health and safety reasons, we do not encourage parents and children to wait in other areas of the school. Your support with these routines will be greatly appreciated.

If a student is arriving prior to this time on a regular basis, a member of the Senior Leadership Team will contact parents as we consider this is to be a serious health and safety issue that needs to be addressed.

NB: Some students may have a class trip, music practice or road crossing patrol duties and will be expected to be at school early.

BELL ONE	8.30am	Students allowed into classrooms
BELL TWO	8.55am	First Session starts
BELL THREE	10.55am	Morning tea
BELL FOUR	11.20am	Second Session starts
BELL FIVE	1.00pm	Lunch
BELL SIX	1.10pm	Students finish lunch eating and wait for the duty teacher to release them
BELL SEVEN	1.50pm	Third Session starts
BELL EIGHT	2.55pm	School finishes



Those students attending organised before and after school care must go directly to the hall.

At 2.55pm students should be collected from school, or if walking head straight home. They should not linger in the school grounds. Any student not collected by 3.10pm can be collected from the office. If for any reason you are running late, please call and let the office staff know.

ALL STUDENTS IN NE AND YEAR ONE must be collected from their classroom by a parent or responsible caregiver. If a parent or caregiver does not arrive by 3.10pm to pick up their child, the child will be taken to the office to wait in the office foyer and office staff will contact parents.

Before School and After School Care

Our school is a venue for a privately run before and after school care programme. Please note the school simply provides the venue and not the service. The care programme is provided by Parnell Trust. Parents deliver their enrolled children to the morning programme. As soon as school finishes, enrolled Y3-6 children go directly from their classroom to the hall. Children in the NE-Y2 classes will be picked up from their classrooms by a Parnell Trust staff member. For an enrolment form please contact the school office. For more information about Parnell Trust's care programme, kindly follow this link <https://www.parnell.org.nz/school-children/before-after-school/our-schools>

Catering for Diverse Needs

We strongly believe in challenging and growing all our students, including students with both special abilities or needs in learning. Our teachers therefore differentiate learning for all students by planning to meet individual needs. For example, we might group by ability or by clustering students with similar needs.

Stimulating learning experiences that aim to develop higher level thinking skills, are evident throughout the school. Throughout the week, teachers take groups of students for a range of sporting, musical, development of talent and cultural classes in order to allow them to develop their special skills and strive to reach their potential.

Cultural Events & Trips

At ENPS we see cultural events as being a vital part in the delivery of the curriculum. Such events broaden children's experiences when performers visit the school or students go on school trips. To cover these costs, an activity fee will need to be paid to through **Kindo** our online shop. For more information on setting up your Kindo account please follow this link <http://www.epsomnormalprimary.school.nz/school-info/kindo-school-online-shop/>



Parent permission slips must be filled in for **all** school trips, including sporting trips. Prior to any event where students leave the school grounds, teachers or coaches will send the appropriate forms home.

Parents are often invited to accompany a class or team on a trip to ensure that the student to adult ratio is within our health and safety guidelines, or to assist with learning tasks. It is often not possible to include pre-schoolers on such trips as the cost often precludes this and having pre-schoolers may prevent a parent paying full attention to the students in their care.

Development of Talent

Every student has unique talents and strengths that are encouraged to flourish within our school environment. Every week, dedicated time is put aside in each classroom for students to learn in their strengths and develop their talents. Once a year there is a school wide, two-day event, during which students will have opportunities to develop their talents in focussed workshops.



English Language Learners (ELLs) Programme

All children develop at varying rates in their acquisition of language and this is also true of learners learning English. Some English Language Learners (ELLs) may need extra instruction and resources to accelerate their learning of English.

We aim:

- To develop each child's confidence, competence and independence in the use of the English language so that they are able to access learning opportunities in line with their English speaking peers
- To promote and maintain an awareness and respect for all linguistic and cultural backgrounds and ensure a positive self image
- To encourage children and give them opportunities to use their first language
- To provide opportunities to share and promote their cultural heritage
- To encourage all ethnic groups to interact socially, both in the classroom and playground
- To provide an environment that is welcoming, positive and supportive
- To provide effective teaching and learning programmes

The types of support we offer students are:

- Literacy support by a specialist teacher
- Differentiated classroom instruction, individually or in small groups
- Small withdrawal groups working with a specialist teacher aide
- In-class support by a teacher aide or volunteer parent



Enrolment Guidelines

The Enrolment Committee is comprised of the Principal and the Senior Leadership Team. The committee reports to the Board of Trustees's Chairperson on the status of enrolments.

Parents are requested to enrol children as soon as possible after their child's fourth birthday. Our enrolments officer, 'Asena Helu (enrolments@epsomnormal.school.nz) or the office staff are available at any time to talk to prospective parents and assist with completion of enrolment forms.

Out-of-zone applications

Children who live out of our zone are accepted through a ballot system only. In September/October each year, we usually hold an out-of-zone ballot for children starting the following year. Out-of-zone application forms are available at the school office.

Parents of siblings of out-of-zone students who currently attend ENPS

Parents **must** complete out of zone application forms for their younger children to be included in the ballot.

Guidelines for Placement of Children in Classes

The teachers and the Senior Leadership Team carefully consider placements for all students in our school. We take a range of factors into consideration when placing students.

New Entrant children entering school at age 5, whose birthdays are in January, February, March and April will complete Year 1 in the current year and enter Year 2 at the beginning of the next year. New Entrant children entering school from 1 May will complete the year as Year 0, and be classified as Year 1 in the following year.

Discretion is given to children whose birthday falls between 15-30 April. In November, the NE/Y1 Liaison DP in consultation with parents and classroom teacher, will decide on the best placement for a child with a birthday between 15-30 April. Some of the factors to be considered when deciding on the best placement for a child with a birthday between 15-30 April, include emotional and social maturity, strengths, learning and behavioural needs.

The Principal will make the final decision about placement of students into classes.

Health and Physical Education

Health and PE are essential learning areas in the NZ Curriculum and we provide a range of learning experiences across the school.

Every term, each team will send out a newsletter that lists the sporting events the students will be involved in.

In the Senior School, students participate in a variety of different sporting events e.g., Field Days and exchanges with other schools. We always appreciate parent help with coaching, supervision at events and supporting teams. Practices and exchanges are generally always on a Tuesday afternoon.

If your child needs to be excused from PE lessons, please email or write a letter to your child's classroom teacher. Please note that in Term 1 **swimming is compulsory**.



Homework Expectations

Because children work at different levels there will be differentiation in homework set, even within a class. Parents may need to be aware of the expectations for particular learners. Homework is set during weeknights with weekend tasks being optional.



The guidelines are:

- NE/Y1** 10 - 15 minutes reading, alphabet and high frequency word learning
- Y2** 15 - 20 minutes reading, high frequency word learning, spelling and basics facts
- Yr 3/4** 20 - 30 minutes homework
- Yr 5/6** 30 minutes homework

Home focus

Each year the school selects an oral language home focus to reinforce students' learning at school. The Home Learning Questions will be emailed every Monday. NE-Year 2 students are encouraged to have conversations at home about the topic they are studying at school. Year 3-6 students are encouraged to have in-depth discussions at home about the selected topic for each term. Every year our topics include at least one Social Studies, Science and Arts focus. We value the contributions parents, students and teachers make when deciding on our annual topics and appreciate the stories, researched information and artefacts that students bring from home in support of their learning outside of school.

Late Arrival of Children – Absences – Collection of Students During School Time

Your child's safety is very important to us. Teachers inform the office by 9.10am of any child who is not present when the roll is taken and the office staff will follow up any unexplained student absences by phoning parents at home or their place of work.

When your child is sick or will be absent, please email (absences@epsomnormal.school.nz) or phone the school prior to 9am.

Any child arriving late must report to the office. They must sign in on the VisTab tablet at the reception. A white sticker pass will print out and this is to be given to their teacher when they go to their classroom.

Arriving late on a regular basis is detrimental to your child's learning. Should you need help to manage this, please seek help from the member of the Senior Leadership Team who is the liaison for your child's year level.

When you collect your child during school hours, please come to the school office and the office staff will call your child's teacher and the teacher will send your child to the office to be collected by you. For health and safety reasons, parents and caregivers will not be permitted to collect children directly from their classrooms.

It is important for students to attend school every day in order to be able to access the great learning opportunities we offer at ENPS. We therefore ask your help in minimising any extended holidays or missed days.

For a planned absence, please inform the Principal and the office by letter or email prior to the planned absence. The office will inform the teacher and the member of the Senior Leadership Team who is the liaison for your child's year level.

Library

Every class is allocated 45 minutes library time per week. Some of the allocated time is used to develop library skills. Students also have time to browse and choose books which are issued for a 2 week period. Students are responsible for the books they have issued in their name and are requested to return their books by the due date.

Students will not be able to borrow new books while they have overdue books or if they have lost a book. Kindly support your child with returning their library books by the next library session or by the due date.

The Library is also open for 30 minutes at lunchtime and students are welcome to use this time to read, research, to issue or return books.

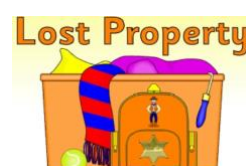
Students from Years 5 and 6 can apply to be Librarians at the beginning of each new school year.



Parents are welcome to help in the Library. We are very grateful for offers of help from any parents who would like to volunteer to help with the various duties in the Library. At the beginning of each new school year, a form is sent home and also posted on the website asking for parents who can help with issuing, returns and shelving of books during their child's library time, or at any other convenient time.

Lost Property

Please ensure that uniforms, bags, lunchboxes and drink bottles are clearly named. Problems with lost property can be minimised if children bring only named items to school. We hope that children will be encouraged to be responsible for looking after their own belongings.



The lost property cupboard is located in the hall on the left hand side of the stage. Parents and children can check here if they are unable to locate an item. More valuable lost items such as watches and jewellery will be kept in the office lost property box.

From time to time, all items in the lost property cupboard are collected and checked for names. All named items of school uniform are labelled and returned to children's classrooms.

Limited changes of school uniform are available through the office staff for students who get dirty or soil their clothing.

Lunch Eating Procedures

Parents are required to provide a daily fruit snack, morning tea snack and lunch for their child. A lunch scheme is available for parents to order food. Please refer below.

All students eat lunch from 1 – 1.10pm in specific locations under teacher supervision. Students remain seated for **ten minutes** (when a bell is rung), or until they finish eating an acceptable amount and are dismissed by the teacher. Lunchtime is from 1 – 1.50pm.

If it is wet, lunch is eaten inside from 1 – 1.10pm. Students are supervised by teachers on duty. Classroom teachers provide suitable activities if students are unable to go outside to play. All students are expected to take any uneaten lunch and rubbish home.

If you decide to bring lunch to school for your child, please drop your child's lunch off at the school office and the office staff will ask your child to come and pick it up.

Lunch Scheme



A school lunch scheme offering healthy eating options is available. The lunchroom is located in the kitchen attached to the school hall. Order forms are available outside the lunchroom. Students or parents fill in the order form before school starts and hand it in to the lunchroom supervisor who will be in the kitchen taking orders. The orders will be filled and delivered to classrooms just before lunchtime.

Money

All payments need to be made through Kindo, our online school shop. For more information on setting up your Kindo account please follow this link <http://www.epsomnormalprimary.school.nz/school-info/kindo-school-online-shop/>



If you need to use cash to make a payment, it should be placed in the 'money postal box' in the office. Please put your payment in a sealed and named envelope and note the details on the front. Upon payment, a receipt will be issued.

Music

ENPS students are very lucky to have a specialist music teacher and several classroom teachers with expertise in music. All students attend weekly lessons in the music room. In Year 4, all students learn to play the recorder. The Lewis Eady Music School is available for students in Years 3-6 to learn various instruments during the school day.

New Entrant Visits

Starting school is an exciting and special time for your child. Most children have 3 visits leading up to their fifth birthday. These visits are on Fridays from 8.45 to 9.30am. For children starting school in February and early March, visits are organised in November of the year before they start school. You will receive a letter from the office with the dates for your child's visits. If for any reason your child needs more than 3 visits, please inform 'Asena Helu (enrolments@epsomnormal.school.nz) and special arrangements can be made. For more information please refer to the [Starting School Booklet](#) on the school website.

Notices Home

From time to time students might bring home a notice from their teacher. For example, this might be in regard to a field trip that you need to give permission for by signing and returning a slip, or a class notice. Check with your child daily to see if they have any notices.

Out of Bounds Areas

To keep themselves safe, students need to be reminded of the areas considered out of bounds.

These are:

- all car parks
- the rear driveway
- behind Rooms 6 - 8 along the southern boundary
- out of view on the bottom field

The Library is open most lunchtimes with teacher supervision.

Entering school grounds

All students are to enter the school via the Cherry Tree Lane entrance, the main front stone steps or the rear drive entrance (off King George Avenue). Students are asked not to enter the school grounds through the front staff park unless accompanied by an adult and are going to the school office.

Parent Help

We welcome and appreciate parent helpers in our school. There are a number of ways parents are able to help and support teachers and students:

- * helping in the classroom preparing teaching materials
- * assisting on class trips
- * helping in the Library and resource room

Please contact your child's class teacher or your child's team leader if you would like to be a parent helper.

Playground Duty

A staff member is rostered on duty on the school pedestrian crossing at 8.30am and at 2.55pm to assist the students on road crossing patrol duty to manage other students crossing The Drive.

Teachers are also rostered on supervision duty at morning tea and lunch times. Teachers can be identified wearing bright fluorescent vests. Students who have any concerns are encouraged to seek help from duty teachers.

There are 3 main duty areas in fine weather:

AREA A: Lunch room, court outside Rms 2/3 and Rms 22/23, outside library and hall

AREA B: Junior playing field, sandpit, gazebo, music room, outside the swimming pool area

AREA C: Senior playing field, carpark, court outside Rms 9/10

A wet day is indicated by 2 short blasts on the bell. When the weather is unpleasant and students cannot eat or play outside, teachers are rostered for classroom duties.

PTA

The Parent Teacher Association exists to support the learning and social activities of the school. The PTA is an all-comers' group – any member of the school community is welcome to become involved in the work they do which centres around fundraising and making themselves available when extra pairs of hands are needed for any school organised activity.

Fundraising pursuits act to foster community spirit and at the same time raise much needed money for "extras". Where it is possible, the PTA aims to support the funding of items that current ENPS students will derive benefit from during their time at school. When raising funds for larger projects however, this might not always be feasible.

To make their efforts most effective for the school, they often need input and help from the wider community. The PTA always welcome contributions from the parent community whether this be from the donation of goods and services, being available when the PTA needs extra manpower, or by joining the PTA.

If you would like to join the PTA and assist with fundraising events then please contact the PTA chairperson at pta@enps.school.nz and you will be added to the email list.

Reporting to Parents

Teachers report to parents four times per year, twice in writing and twice at parent teacher conferences. The first teacher parent conference is a 'getting to know students' session where parents share information about their children as learners. Teachers set goals for students' learning in consultation with parents. The first conference is held in Term 1 and the second in Term 3.

Discussion documents are sent home in the middle of the year and a summative report at the end of the year.

Road Safety and the 2 Minute Zone Area

The children's safety along The Drive and at the 2 minute drop off zone is of paramount importance.

You can help us keep the 2 minute zone area safe by:

- not double parking and asking your child to walk between cars to get into your car when picking up your child in this area
- observing the parking supervisors' instructions
- making sure that when pulling into the 2 minute zone, you move right down to the lower end rather than stop at the top
- ensuring that you move forward into the 2 minute zone as cars pull out
- pulling in behind the car at the end of the 2 minute zone rather than parallel parking on The Drive
- ensuring that you do not make a 'u turn' from the 2 minute zone onto The Drive

Other road safety procedures to note:

- no stopping/parking on the yellow lines on either side of the crossing
- no parking across the school driveways at the main entrance and Cherry Tree Lane
- parking a little further away from school and walking the extra distance to reduce the traffic at the school gates
- dropping children in safe places and ensuring they do not alight from cars stopped in traffic queues outside the school
- ensuring you model safe road crossing by using the pedestrian crossing if parking opposite the school, and especially not crossing from the parking bay area

School Communication Pathways

Communication between home and school is important. You can access information on the school website <http://epsomnormalprimary.school.nz>

School, team, sports, music, student voice, PTA newsletters and other notices, are emailed to parents regularly and are also available on the school website.

The ENPS app is available from the Apple App Store or the Google Playstore. Parents are requested to download the school app to keep up to date with all school communication.



Please 'like' or 'follow' our official page on Facebook by searching for @EpsomNormalPrimarySchool or clicking the following link <https://www.facebook.com/EpsomNormalPrimarySchool>

We are all very happy to meet with you if you have any concerns or queries about your child's learning or transition to school. Please don't hesitate to contact your child's teacher or Sarah Jacobs, Team Leader. Should an extended time be required, an appointment can be made.

Our office staff are always delighted to help with any inquiries you may have regarding school matters. You can contact them on the school phone line at **Tel: 630 5144** or by email on **office@epsomnormal.school.nz**

School Contribution

Each year the Board of Trustees requests a contribution from parents to enable us to supplement the funding we receive from the Ministry of Education. Parent contributions help us to provide rich and varied curriculum activities for our students. We appreciate prompt payments through Kindo so we can plan our expenditure for the year. If there are any difficulties with payment, you are most welcome to contact the School Office in confidence at office@epsomnormal.school.nz

School Expectations

We aim to provide a safe learning environment for all students. We promote and foster this through the integration of our school values.

These are:

- respect
- inclusiveness
- commitment
- optimism
- courage
- enjoyment

School Uniform

Our school uniform can be purchased online through the Argyle Schoolware website at <https://www.argyleonline.co.nz/shop/auckland/epsom-normal-primary-school>

Wearing of the school uniform is compulsory. It is important to us that all students wear the correct uniform as we consider them to be ambassadors of the school and we want them looking at their best at all times.

Please note that **ENPS hats are the only hats to be worn** and are **compulsory in Terms 1 and 4** when children are outside.

Our uniform supplier is 'Argyle Schoolwear'. Argyle has been an established supplier of quality garments for 30 years. We have worked very hard to negotiate the lowest prices while not compromising quality. These garments are New Zealand made and are sold through our school, rather than an outside agent.

All shorts, culottes, trousers and polar fleece jackets are in navy, while the short sleeved and long sleeved polo shirts are in bottle green. Socks for both boys and girls are to be white, black or navy (plain without any logos or designs) only. Girls are permitted to wear black 'panty hose type' tights under their culottes in the winter. All hair ties, ribbons and hijabs need to be in white, black or navy.

The culottes can be made available in a longer length for those girls who require these for cultural or religious purposes. Please speak to the uniform office staff to arrange this.

Please note that students are required to wear **black or brown shoes** only or **black or brown sandals** in summer. Most children choose to wear black.

Stud earrings, watches and religious jewellery are allowed in school, but other items such as hoop earrings, rings and loose necklaces are not allowed. **Please help us to monitor this carefully as this is a safety issue.**

If students are regularly unable to wear the correct school uniform, the Sector Liaison DP will contact you to see how we can help.

Security

An outside contractor, Matrix Security, provides security for our school. Matrix Security monitors our alarms, grounds and buildings. Should you be at all concerned about school security outside of school hours, please contact Matrix directly on **Tel: 579 1567**. During school hours, please talk to our Business Manager on **Tel: 630 5144 Ext 707**.

Sickbay Procedures

To keep all school community members healthy, please pay attention to the following guidelines. If your child is sick in the morning, has a rash, has an elevated temperature or has been vomiting, please do not send them to school. Children may return to school when their temperature has returned to normal or vomiting has stopped for 24 hours. Our staff are not equipped to attend to any child's illness for extended periods, and sick children need to be at home.

If your child requires medication to be administered during school time, please see one of our office staff who will ask you to complete an 'Administration of Medicine at School' form. **Medication cannot be given without this form being completed.**

Administration of Medicine form is available at the school office



If your child has a medical condition please inform the office staff, e.g., a high-risk medical condition or a severe allergic reaction (peanut or bee sting allergies).

Stationery

As of 2020, we will be offering parents 3 options for the purchase of stationery packs which are:

- Stationery packs will be available at Onehunga Books & Stationery, located at 175 Onehunga Mall, Onehunga (Tel: 09 634 0349) from mid-January 2020. Please inform the bookshop staff as to the year level pack you require when purchasing your child's stationery.
- Stationery packs will be available to be purchased on line though the [Eeny Meeny website](https://schoolpacks.eenymeeny.co.nz/) (<https://schoolpacks.eenymeeny.co.nz/>). Packs at Eeny Meeny will be available from December 2019.
- Stationery lists will be available at the school office at the end of Term 4, 2019. You will be able to purchase the required stationery items from your preferred supplier and make up your child's pack yourself.

If your child is left-handed, kindly let your preferred stationery supplier know that your child needs a left-handed pair of scissors.

Please bring your child's complete stationery pack to school on their first day. Your child's teacher will name and set up your child's stationery requirements for the term. Any spare stationery items will be stored in the classroom and given to your child as needed through the year.

Sun Safety

We have a "No Hat No Outdoor Play" policy that forms part of our school safety programme. This means all students are expected to wear an ENPS hat in Terms 1 and 4. Students not wearing a hat must play in the shaded areas only.



When outside, especially for extended periods, students are encouraged to wear sunscreen. Putting this on in the mornings prior to coming to school is encouraged. Sunscreen is also available in all classrooms for use during the day. 'Rash Suits' for swimming are also encouraged.

Telephone Usage

All students must have a teacher's permission to use the classroom telephone. Students are responsible for their own cell phones at school. Cell phones must be switched off during school hours.

Who Might Work With Your Child?

As in any school, students at ENPS may work with a number of other adults as well as their regular classroom teacher.

As we are a Normal School, we have a close association with The University of Auckland and as such, we host student teachers on teaching practicums. Most classes will, at some time, have student teachers working in their rooms.

We have a strong parent helper programme at ENPS, so your child might read or be read to, be involved in learning activities or write, with another parent.

You, as parents, may identify students with special needs prior to them enrolling. In this case you will meet with a member of the Senior Leadership Team with responsibility for special learning needs. Alternatively, teachers who work with your child may raise queries or concerns with you.

Should any concerns around a child's learning be raised or identified, an initial meeting will be arranged with parents and the Liaison DP from your child's sector, before any action is taken. Our aim is to ensure that all children's needs are met. Where required, an individual programme will be developed in consultation with parents and other professionals, and this will be implemented to meet the individual needs of particular learners. This may involve your child working with one or more of the following people from outside our school staff: a Speech and Language Therapist, an Occupational Therapist, a Resource Teacher of Learning and Behaviour, a Resource Teacher of Literacy or a Communications Worker.

Your child may also work with people from within our school staff, e.g., a specialist teacher or a teacher aide.

Dental Clinic:

If you wish to make an appointment for your child, please phone the Greenlane Children's Community Dental Clinic on [623 0078](tel:6230078). Children may be enrolled in this free service from the age of two years. Forms are available from the Dental Clinic and our school office.

Vision and Hearing Testing:

Free Vision and Hearing Screening tests are available at our school. These tests are carried out by Vision and Hearing technicians from the Community Child Health and Disability Service of the Auckland District Health Board. Consent forms are completed at the time of enrolment.

We hope the material in this handbook has been informative.

Please do not hesitate to contact your child's teacher or the Liaison Deputy Principal for any information that may not be outlined in the handbook.